PARLIAMENTARY LAW

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HANDBOOK OF PARLIAMENTARY LAW

A COMPLETE SYLLABUS OF RULES OF ORDER WITH EXPLANATORY NOTES, DIRECTIONS FOR THE STUDY OF PARLIAMENTARY LAW, REVIEW QUESTIONS, AND USABLE GRAPHIC AND DIAGRAMMATIC CLASSIFICATIONS OF MOTIONS

BY

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PREFACE

In democratic America, where so many assemblies are held in professional, political, and industrial circles, it is demanded that every one should have some knowledge of the rules by which such bodies are to be governed.

To aid both learner and practitioner there are a number of manuals of parliamentary law, but the present one differs from them in the following respects.

a. It is complete, systematic, and concise in its presentation of rules and principles.

b. It supplies an abundance of the forms of expression suitable to be employed in parliamentary practice.

c. A syllabus is provided that furnishes the parliamentarian of some experience all the information he needs, freed from any needless verbiage of explanation.

d. Explanatory notes are given in a distinct portion of the book for the full information of the less experienced.

e. It provides an easily mastered graphic index that will in itself, and on a single page, answer over four hundred parliamentary questions.

f. A system of thumb indexing makes its information readily accessible, — a matter of great moment to one presiding over an impatient assembly.

g. Full directions are given for successfully conducting a club or class for the study of parliamentary law.

h. A list of a hundred review questions is given to aid those who make use of the book in schools and colleges.

More than ten years of experience in teaching parliamentary law to students in normal schools has confirmed the compiler of

this manual in the conviction that the order in which the various motions are here taken up is both more logical and more pedagogical than the order of presentation usually employed.

This manual is based on the most widely accepted parliamentary usage of the country, and where the few cases of departure occur they are presented without apology and wholly in the interest of greater simplicity and effectiveness.

The ideal twentieth-century education calls for efficiency in all situations that confront the average citizen. An education is not complete that does not include some training in matters of a parliamentary nature, and the course of study and practice as outlined in this manual will, it is hoped, increase the opportunity for the rising generation to acquire not only the necessary information but the grace and dignity of a worthy presiding officer and useful member in our various organizations.

F. M. GREGG

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The significance of the order of motions. Disregarding the order of the Principal and the Incidental motions among themselves, the motions in the classification on the following page are arranged in their order of precedence from the weakest (Principal motions) to the strongest (Fix Time at Which to Reassemble). When any Principal question is before the assembly any of the motions other than another Principal motion may be made, even though one question or more than one of a weaker rank (one above it in the list) is pending, but not if a motion of a stronger rank (one below it in the list) is pending. To Postpone Indefinitely and to Amend are exceptional in that neither one when pending gives way to the other.

If, for instance, there were a Main question before the assembly, and the motion to Postpone Indefinitely is stated before the assembly but not voted on, the motion to Amend might not now properly be made, but the motion to Commit might be made. If now a motion to Lay on the Table comes before the assembly, the motion to Postpone to a Certain Time is not in order as being weaker or inferior (above it in the table), but the motion to Take a Recess would be in order as being a superior or stronger motion (below it in the table).

Significance of the characters. The Key shows the meaning of the characters, and their use may be illustrated by an example. Turning to the table for the Main motion, for instance, and noticing the characters that are placed after it and their significance (shown on the right-hand page), these facts would be understood to be true of the Main motion: it is debatable, and the Previous Question may be applied to it; it may be amended; it may be postponed; it may be referred to a committee; it may be laid on the table; and it requires a majority vote to carry it. From the absence of other figures we may also learn that the motion is not in order when another has the floor; it must be seconded; and it may be reconsidered.

By those who are somewhat familiar with parliamentary law this table may be made usable after a few minutes' study, and from it may then be found answers to over four hundred parliamentary inquiries. By the beginner in parliamentary law, mastery of this table should not be attempted until Principal and Subsidiary motions have been studied.

PARLIAMENTARY MOTIONS

(See preceding page for directions in the use of this table.)

Graphic Classification

Index		Vote
A	**I. Principal motions**	
A	1. Main motion	½
A	2. Rescind or Repeal	½
A	3. Expunge	½
B	**II. Subsidiary motions**	
B	1. Postpone Indefinitely	½
B	2. Amend	½
C	3. Commit or Refer	½
D	4. Postpone to a Certain Time	½
D	5. Previous Question	⅔
E	6. Lay on the Table	½
F	**III. Incidental motions**	
F	1. Suspension of Rules	⅔
G	2. Withdrawal of a Motion	½
G	3. Reading of Papers	½
H	4. Question of Consideration (Objection)	⅔
H	[Question (or Point) of Order	]
H	5. Appeal	½
I	6. Reconsider	½
J	**IV. Privileged motions**	
J	1. Call for the Order of the Day	½
K	2. Question of Privilege	½
L	3. Take a Recess	½
L	4. Adjourn (unqualified)	½
M	5. Fix Time at Which to Reassemble	½

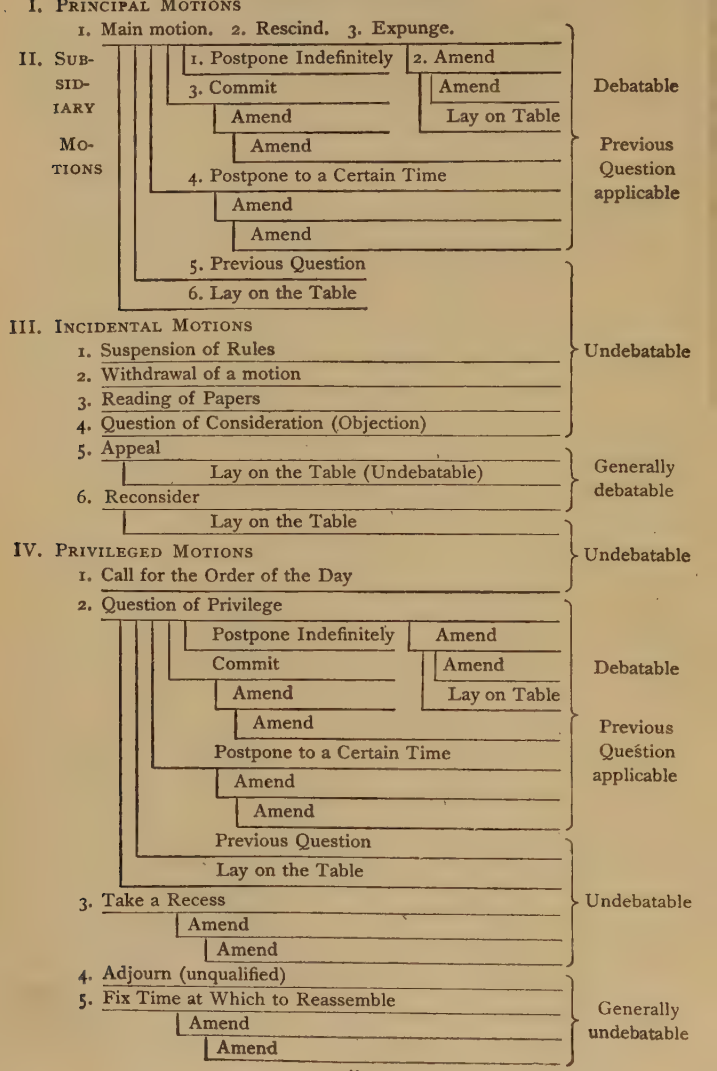
KEY TO GRAPHIC CLASSIFICATION

NOTE. When any of the following characters are placed after any motion listed on the opposite page, it is to be understood that what each figure stands for is true for that particular motion, but when any of the figures do *not* occur after the name of the motion, the contrary of what the figure stands for is to be understood.

CHARACTERS	SIGNIFICANCE
$\frac{1}{2}$	Requires at least a majority vote to carry.
$\frac{2}{3}$	Requires at least a two-thirds vote to carry.
C	Applicable only on conditions shown in the rules.
	Debate confined to the question. *Previous Question may be applied.* (The speaker is keeping to his text.)
	Opens the original question to debate. *Previous Question may be applied.* (Our friend widens the scope of his remarks.)
	Undebatable. (He is not now in a position to speak.)
	In order when another has the floor. (He may cause another member to be seated.)
	Does not require seconding. (Sometimes he stands on but one foot.)
	May be amended. (The old stock may be improved.)
	May be referred to a committee. (He employs the help of an assistant.)
	May be postponed — definitely or indefinitely. (He may quit work and go a-fishing.)
	May be laid on the table. (Occasionally he takes a rest.)
	May not be reconsidered. (He has cut his head off, and can 't restore it.)

DIAGRAM OF PARLIAMENTARY MOTIONS

(Showing their interrelations)



HANDBOOK OF PARLIAMENTARY LAW

PART I

PARLIAMENTARY SYLLABUS

SECTION I. ASSEMBLIES AND THEIR ORGANIZATION

Simple assembly or mass meeting. An assembly called together by public announcement (see page 52) for a single purpose and contemplating a single meeting. Its organization includes the following steps:

1. The calling of the meeting to order by an interested member;
2. Nomination, election, and inauguration of a chairman;
3. Nomination, election, and inauguration of a secretary;
4. Statement of the object of the meeting by the chairman or by some one designated by him;
5. Transaction of business (adoption of resolutions, etc.);
6. Adjournment.

Permanent society. An organization instituted for one or more purposes and intended to continue indefinitely. The steps in its organization are as follows:

For the first meeting:

1. The calling of the meeting to order by an interested member;
2. Nomination, election, and inauguration of a temporary chairman;
3. Nomination, election, and inauguration of a temporary secretary;
4. Statement of the object of the meeting by the chairman or by some one designated by him;

5. A motion for the appointment of a committee on constitution and by-laws; discussion, adoption, and execution of the motion or order;
6. Adjournment to a fixed time and place.

For the second meeting:

1. The calling of the meeting to order by the temporary chairman;
2. Reading, correction, and adoption of the minutes of the previous meeting;
3. The hearing of the report of the committee on constitution and by-laws;
4. The making of a motion to adopt the reported constitution and by-laws as the constitution and by-laws of the organization;
5. The reading and amending of the constitution by sections;
6. Amendments to any part of the constitution;
7. The hearing of the report on by-laws, as in the case of the constitution;
8. A vote on the motion of No. 4;
9. The signing of the constitution;
10. Nomination, election, and inauguration of permanent officers;
11. Transaction of other business, followed by adjournment.

Representative assembly. An organization the members of which were chosen as the delegates of other bodies. The methods of organization are variable, but the following are common steps in political conventions and similar assemblies:

1. The calling of the meeting to order by a proper authority;
2. The reading of the call for the assembly (see page 52);
3. The effecting of a temporary organization, as in the organization of a permanent society;

4. The creation of a committee to examine the credentials of members;
5. The creation of a committee on permanent organization;
6. A recess, or speeches, or "music by the band," till the committee on credentials has had time to act;
7. The hearing of the report of the committee on credentials and the adoption of the report with or without amendments;
8. Inauguration of permanent officers;
9. The creation of committees on rules and on resolutions;
10. The hearing and adoption of the report of the committee on rules;
11. The hearing and adoption of the report of the committee on resolutions;
12. Transaction of the regular business of the assembly.

SECTION II. OFFICERS AND THEIR DUTIES

Presiding officer. President, chairman, speaker, moderator (in religious assemblies), etc.

Powers and duties. (See also page 60.)

1. To call the assembly together at the appointed time.
2. To conduct and direct the business of the assembly.
3. To assign the floor to a member desiring to speak.
4. To state all motions properly coming before the assembly.
5. To restrict debate to the question under discussion.
6. To decide points of order promptly, and to answer parliamentary inquiries that are not anticipatory.
7. To keep any matter of business clearly before the assembly until it is finally disposed of.
8. To put a question to vote at a proper time and to announce the result of a vote distinctly.
9. To sign all acts, orders, etc., necessary to carry out the will of an assembly.

10. To represent and stand for the assembly, declaring its will and obeying its commands.
11. To rise and stand before the assembly in the following cases:
    a. When stating a question;
    b. When putting a question to vote;
    c. When announcing the result of a vote;
    d. When speaking on a question of order.
12. To use his official title, or say "the chair," when referring to himself; pronouns referring to himself should be in the third person.
13. To know all about parliamentary law but not to try to show off his knowledge of it.
14. To become excited, angry, or partisan under no circumstances whatever.
15. To protect a speaker in his right to address the assembly.
16. To refrain from debating or discussing a question while presiding.
17. To be absolutely fair and impartial in his conduct of business.
18. To tactfully encourage a timid member and skillfully repress an overzealous one.
19. To state a motion in the words in which it was originally offered or with changes acceptable to the maker of the motion.

Privileges.

1. To give reasons for his decision in case of Appeal.
2. To vote when the voting is by ballot, or by *yeas* and *nays*, and in other cases when his vote can change the result.
3. To permit the secretary, or another member, to put a motion referring to the chairman himself.
4. To call another member to preside while he himself engages in debating a question.

5. To adjourn an intolerably turbulent meeting.

Recording officer. Secretary, clerk, recorder, etc.

Duties.

1. To call a meeting to order in the absence of the presiding officers.
2. To prepare a roll of members and call it when necessary.
3. To keep a temporary record of all business in progress.
4. To keep a permanent record of all proceedings:
   - *a*. The kind of meeting (regular, special, adjourned, etc.);
   - *b*. The name of the assembly;
   - *c*. The date and the place of meeting unless always the same;
   - *d*. The presiding and the recording officer;
   - *e*. The reading and approval of minutes of previous meeting;
   - *f*. The record of the business of the meeting,
     - (1) Things *done* in legislative bodies;
     - (2) Things *done* and *said* in other assemblies;
   - *g*. Adjournment.
5. To authenticate by signature all records, acts, etc.
6. To refrain from recording comments of his own.
7. To keep in custody the documents of the assembly.
8. To provide the chairman with an order of business and a list of all committees.
9. To turn over to the chairman of a committee, or some member of it, the names of its members and all papers for it.
10. To read all papers, etc., that may be ordered to be read.
11. To stand while reading any matter to the assembly.
12. To put motions referring to the presiding officer.

Privileges.

1. He may or may not be a member of the assembly.
2. When a member, he has the right of voting and speaking.

Other officers.

Kinds. Vice president, treasurer, sergeant-at-arms, etc.

Duties. Usually stated in the constitution of an organization.

SECTION III. MEMBERSHIP

Eligibility.

1. In mass meeting, — determined by the call.
2. In permanent society, — determined by the constitution.
3. In representative assembly, — determined by the constitution and attested by credentials.

Rights.

1. All rights are founded on the equality of members.
2. The rights of one member cease where those of another begin. For rights in debate see Debate (page 10).
3. An assembly may punish a disorderly member. For form of procedure see under Questions of Order (page 31).
4. It may also censure or depose a chairman for dishonest reporting of a vote, tyrannical orders, manifest unfairness or any other culpable act.

Duties.

1. To assist in the maintenance of order.
2. To seek to have business transacted in accordance with the rules of the assembly.
3. To refrain from conversation and from crossing the floor during debate, or voting, or while the chairman is speaking.
4. To refrain from using parliamentary motions merely to create disorder or to impede business.
5. To refrain from using injurious expressions.
6. To behave at all times as a lady or a gentleman.

SECTION IV. INTRODUCTION OF BUSINESS

Obtaining the floor. (See also page 62.)

1. The member must rise and address the chairman by his proper title.
2. Recognition must be received from the chairman.
3. When two or more seek recognition at the same time
   a. The maker of a motion is entitled to recognition first in debate on his motion;
   b. The member on the opposite side from the last speaker is entitled to recognition over one on the same side;
   c. The member that has not yet spoken on a motion is entitled to recognition over one that has spoken;
   d. The one who seldom asks the privilege of the floor should be preferred to one who frequently secures it;
   e. In other cases the one first addressing the chair is entitled to recognition.
4. If the chairman prefers, he may ask the assembly to decide by vote who is entitled to the floor.
5. A member who remains standing while another is speaking, or who rises before the floor is relinquished by another speaker, or who approaches the presiding officer in order to secure attention, is not entitled to recognition by the chairman.

Methods of introducing business.

By motion.

1. The motion may be made only by a member who has obtained the floor.
2. The motion must be seconded by another member, who does not need to obtain the floor. The following are exceptions and do not require seconding:
   a. A Call for the Order of the Day;
   b. A Question of Order (not an Appeal);

c. An Objection to the Consideration of a Question;

d. A motion pertaining to matters of mere routine.

3. The motion must be stated by the presiding officer. If he refuses, the mover may himself put the question to vote.

By presenting a communication requiring action, or by a report of a committee.

By common consent in matters of routine, or by unanimous consent in any proceeding that is not unconstitutional.

1. The chairman will say, "If there are no objections (such and such) will be done."
2. After a pause for objection the chair will say, "It is so ordered."
3. If objection is made, a motion will be necessary to accomplish the matter proposed.

SECTION V. DEBATE

1. In debate a member must first obtain the floor.
2. Except in very small assemblies a member should stand while speaking, unless physically incapacitated.
3. A member should address his remarks to the chairman.
4. When the floor is obtained, it may be held except when some one wishes
   a. To object to the consideration of a Main question before there has been any debate on it;
   b. To make a Point of Order;
   c. To call for the Order of the Day;
   d. To move a Question of Privilege requiring immediate action thereon;
   e. To have entered on the minutes a motion to Reconsider.
5. In debate one must confine one's self to the question before the assembly.

6. One may discuss measures but not motives or personalities.
7. In referring to an officer or other member, one should, as far as possible, avoid using the other's name.
8. The maker of a motion may not speak against his own motion.
9. When a member reports a measure from a committee, he may not in any way be deprived of his right to close the debate.
10. A member may speak only once on a Question of Order.
11. In cases other than the two immediately preceding, a member may speak only twice, and the second time only after every member choosing to speak has spoken once.
12. Unless otherwise provided, the time limit of debate is ten minutes.
13. A debatable question is open to debate up to the time the negative vote is called for. Any one rising before the negative is put, however, if not recognized by the chairman, may hold his place and the question will then be as if it had not been put at all.
14. Suggestions are not to be regarded as debate and are allowable even on undebatable questions.
15. When the chairman rises to speak within his privilege, a member speaking must yield the floor till the chairman finishes.
16. When a speaker yields the floor by request for a temporary purpose, or for a proper parliamentary interruption, he does not lose his right to finish his speech when the interrupting matter has been disposed of.
17. When a member's remarks are deemed improper he may be set in order according to the procedure outlined under Questions of Order (page 31).

SECTION VI. VOTING

Methods and special rules for voting. (See also pages 64–68.)

Ballot.

Form. The members write their votes on slips of paper distributed and collected by tellers.

Rules.

1. This form of voting is employed only when required by the constitution or by-laws, or when the assembly orders the vote to be so taken.
2. Sometimes this form of voting is facilitated in practice by the assembly's instructing the clerk to cast the ballot of the society, though this is not strictly legal.

Division (rising vote).

Form of putting. "Those in favor of the motion will rise." After these are counted and reported the chairman will say: "You may be seated. Those opposed will now rise." The negative will now be counted and reported and the chairman will say, "The question is carried (or is lost)."

Rules.

1. This form of voting is to be employed where constitution or custom requires it, and it may also be employed immediately after a vote has been taken by ayes and noes and the chairman is uncertain as to the result, or a member is dissatisfied with the chairman's report of such a vote. One member, obtaining the floor and demanding a division, is sufficient to secure such a vote.
2. The chairman may do the counting, or he may direct the clerk or tellers to do it.
3. If the chairman does not report the count honestly, he renders himself unworthy to preside and lays himself liable to censure or even a demand for his resignation.

***Viva voce* (*by the living voice*).**

By ayes and noes.

1. Form of putting. "As many as are in favor, say *Aye*. Those opposed, say *No*. The question is carried (or is lost)."
2. Rules.
   a. The chairman decides by the volume of voices.
   b. If he is in doubt, or if he has decided and a division is properly called for, he will ask for a rising vote.

By yeas and nays.

1. Form of putting. "As many as are in favor of (the question here stated) will, when their names are called, say *Aye*, and those opposed will say *No*. The clerk will now call the roll."
2. Rules.
   a. The clerk records the vote of each member as he responds and the record becomes a part of the minutes.
   b. The vote is recapitulated, if demanded, by reading each name and the vote given.
   c. Debate is not permissible after this form of voting is begun, though a member may rise, when his name is called, and explain his vote.
   d. By a majority vote, unless otherwise provided, an assembly may order the vote on any question to be by yeas and nays.
   e. The yeas and nays may not be ordered in the committee of the whole.

Voting signs and other methods.

1. In some organizations a vote is taken by a showing of hands, or by other special voting sign.
2. Sometimes the house is divided, the members voting in the affirmative going to one part of the room and those in the negative to another part.

3. Still other methods are employed in different organizations.

Voting for candidates.

Nominations.

1. A candidate is usually nominated by being named by a member who has obtained the floor. This does not require seconding.
2. A motion to close nominations, if carried, merely prevents the public indorsement of other candidates but does not restrict the choice of those for whom one may vote.
3. Candidates may be nominated by a committee selected for the purpose. When their report is under consideration it is open to amendment, and, when adopted, the nominees agreed upon become the candidates before the assembly.

Election.

1. The more common method is by ballot.
2. Unless otherwise provided, a majority of all votes cast is necessary to elect in deliberative assemblies.
3. Sometimes it is provided that the candidate who receives a plurality vote, or again a two-thirds vote, is to be declared elected.
4. When candidates are voted for by a rising vote or by a show of hands, the order in which they were nominated is the order in which they are to be voted upon.
5. An assembly may vote for and elect one not nominated.
6. To move to elect by "acclamation," if carried, merely prescribes the manner of electing and does not elect. It is unparliamentary.

General rules for voting.

1. Unless the affirmative and negative votes are taken at the same time, the affirmative vote should be called for first, followed always by a call for the negative vote.
2. An undebatable question should be promptly put to vote.

3. When the chairman thinks a debatable question has been sufficiently discussed, he inquires if the assembly is ready for the question, and if no one rises to speak, it is put to vote.
4. In calling for a vote the chairman should state distinctly the question to be voted on.
5. No one may vote on a question affecting only himself.
6. A member may vote against a motion he has introduced.
7. When not voting by ballot a member has the right to change his vote up to the time when the decision of the question has been finally pronounced by the chairman.
8. The chairman may vote when the vote is by ballot, or by yeas and nays, or when, in voting by any other method, his vote can change the result.
9. Motions suspending or changing a rule or custom require a two-thirds vote for their adoption; all others require a majority.
10. When a vote has been taken the chairman should announce the result distinctly.
11. A chairman's decisions on Points of Order during the taking of a vote may not be appealed from till after the vote is taken.
12. Unless there is special provision for it, voting by proxy is not permissible.
13. It is the duty of every member entitled to vote, to do so, though he cannot be compelled to vote. Sometimes, upon his request, he is excused from voting.
14. Members not voting are deemed to have voted with the prevailing side, that is, with the affirmative or the negative, whichever may have been in the majority.
15. Unless a quorum is present at the time a vote is taken, the vote is null and void, except the vote on a motion to Adjourn, or to compel attendance, or to Fix a Time for

A B C D E F G H I J K L M

Reassembling, if such time is not already fixed. Unless otherwise provided a majority of the members constitutes a quorum.

16. A "call of the house" is employed in legislative assemblies if a quorum is not present, or if members are absent and their presence is desired to vote on a measure.

SECTION VII. MOTIONS

Principal motions. Motions that are never in order except when no other business is before the assembly. (See also page 71.)

Main motion. (See also page 72.)

Object. To bring original business before the assembly.

Forms.

1. For the maker.
   a. "Mr. Chairman, I move that (here the motion follows)."
   b. "Mr. Chairman, I move the adoption of the following proposed resolutions." (Here the reading of the resolutions follow, either by the mover or by the secretary.)
2. For the seconder. "I second the motion."
3. For the chairman. "It has been moved and seconded that, etc. Are there any remarks?"

Rules.

1. A Main motion may not be made when there is any other question or business before the assembly.
2. It must not conflict with the constitution, by-laws, standing rules, or rules of order of the assembly.
3. It should not be trivial in its object, nor out of harmony with the character of the organization.
4. It must be submitted in writing if the chairman so demands.
5. It takes precedence of no other motion and yields to all other than Principal motions.

6. The Question of Consideration may be raised on this motion if raised as soon as the motion has been stated by the chair.
7. It is open to debate or remarks, which, however, must be confined strictly to the motion.
8. Any Subsidiary motion may be applied to it.
9. It requires a majority vote for its adoption.
10. A vote on it may be reconsidered.

Effects.

1. If adopted or carried, it at once imposes upon the assembly and the chairman the duty of seeing that it is obeyed in spirit as well as in letter.
2. If it fails or is lost, it may not be renewed or offered again in the same or practically the same form at the same session.

To Rescind (or Repeal). (See also page 73.)

Object. To annul or repeal some resolution or order of the assembly after it is too late to go back to it by a process of reconsideration.

Form. "I move to rescind (here state the order or resolution to be rescinded)."

Rules.

1. Any order or resolution of an assembly may be rescinded after the time has passed when it could be reconsidered.
2. This motion is subject to the same rules that govern a Main motion, as outlined above.

Effects.

1. If adopted, it is as if the original motion had never existed.
2. If lost, it may not be renewed for the same specific purpose at the same session.

To Expunge. (See also page 73.)

Object. To disavow completely a former action or record by striking out the record from the minutes.

Form. "I move to expunge from the records (here state the order, resolution, or objectionable words) as found in the journal of (give date and place in the record)."

Rules. This motion is subject to the same rules that govern a Main motion, as outlined above.

Effects.

1. If adopted, it requires that the clerk draw a line around the portion of the record to be expunged and to write across the face of it the words, "Expunged by order of the assembly this day of , A.D. 19 ."
2. If lost, the motion may not be renewed for the same purpose at the same session.

Subsidiary or Secondary motions. Motions applied to other questions for the sake of disposing of them or for modifying them or cutting off debate.

To Postpone Indefinitely. (See also page 73.)

Objects.

1. To dispose of a question for the session without voting on it directly.
2. It is used by the opponents of a question to determine their strength.

Forms.

1. For the maker. "I move to postpone the question indefinitely."
2. For the chairman. "It has been moved and seconded that the question be postponed indefinitely. Are there any remarks?"

Rules.

1. It may be applied only to a Principal question or to a Question of Privilege.
2. It takes precedence of the question to which it is applied and yields to other Subsidiary motions, except to Amend, and to Incidental and Privileged motions.

3. No Subsidiary motion but the Previous Question may be applied to it.
4. It is debatable and opens to debate the question to which it is applied.
5. A majority vote is required to carry the question.

Effects.

1. If adopted, it removes from before the assembly for that session the question to which it was applied.
2. If lost, it may not be applied to the same question again unless that question is later amended.

To Amend. (See also page 74.)

Object. To modify a question that is before the assembly.

Common kinds of amendments with form for each kind.

1. By elimination. "I move to amend the question by striking out (here state the exact words to be stricken out)."
2. By addition. "I move to amend by inserting (or adding) the words (state the exact words and the exact place the words are to go)."
3. By division. "I move to amend by dividing the question so as to make the two (or more) following distinct propositions." (Here state the complete propositions.)
4. By substitution.
   - *a.* "I move to amend by striking out the words (state the exact words) and inserting in their place the words (state the exact words to go in)."
   - *b.* "I move to amend the question by substituting for it the following." (Here state the complete motion that is proposed to take the place of the question before the house.)

Special kinds of amendments.

1. The filling of spaces left blank for times or amounts in documents coming before the assembly for action thereon.

2. The making of nominations. See Nominations (page 14).

Rules.

1. Proposed amendments must be put in writing if demanded by the chairman.
2. They should be exactly worded so as to read well if incorporated as proposed.
3. An amendment takes precedence of only what it proposes to amend.
4. It yields to all other motions except the motion to Postpone Indefinitely.
5. The motion is debatable when applied to a debatable question, and admits of only *incidental* debate on the question to which it is applied.
6. A primary amendment may be amended, but not a secondary, that is, an amendment to an amendment.
7. The Previous Question may be employed to cut off debate on a proposed amendment.
8. The question may be laid on the table, but it takes with it the question proposed to be amended.
9. An amendment obviously trivial may be ruled out of order by the chairman.
10. An amendment may be *hostile* but must be *germane*.
11. An amendment to change a positive into a negative proposition, or vice versa, is not in order.
12. Any amendment applied to another amendment that would change it from one of the common kinds into another is not in order.
13. In amending by dividing a question, the division must be clearly stated and each part must be a substantive proposition.
14. When a motion has been amended in one respect, this may not be changed except by adding to it, or embodying it or the essential part of it in a new proposition.

15. Whenever an assembly wishes directly to undo what it has done in the way of amending, it must be by the method of reconsideration (page 35).
16. A proposition may be amended in any portion and afterwards in any other portion, whether preceding or following the first part amended, but not in two or more distinct and unrelated portions at once.
17. Special rules for filling blanks.
    a. The suggested items need not be seconded.
    b. The smallest sum or longest time proposed is put to vote first, followed by the next greater sum or time, and so on.
18. Amendments to a constitution, by-laws, or rules of order require a previous notice before they may be considered, and a two-thirds vote is necessary for their adoption.
19. Ordinary amendments require only a majority vote.

Effects.

1. If adopted, the amendment now becomes a part of the motion to which it was applied, and the business before the assembly is the consideration of the question as amended.
2. If lost, it may not again be introduced except in a form which is a substantial modification of the first form.

To Commit or Refer (or Recommit). (See also page 76.)

Object. To secure the advantage of action by a smaller group, or of greater freedom in debate, in dealing with a question.

Forms.

1. For the maker.
    a. "I move to refer the question to the committee (name some standing committee.)"
    b. "I move to refer the question to a committee (a special committee, the number or names of whose members may or may not be given)."
    c. "I move to refer the question to the committee of the whole."

2. For the chairman. "It has been moved and seconded that the question be referred to a committee (state kind). Are there any remarks?"

Rules.

1. This motion takes precedence of the question to which it is applied, and of the questions to Amend and to Postpone Indefinitely, and yields to other Subsidiary and all Incidental and Privileged motions.
2. It is debatable and opens to debate the question to which it is applied.
3. The Previous Question may be applied to it directly.
4. The question may be amended in the following ways:
   a. By changing the number or members of the committee;
   b. By giving instructions to the committee.
5. No Subsidiary motions but to Amend and the Previous Question may be applied to this question.
6. It requires a majority vote.

Kinds and work of committees. See Committees (page 45).

Effect.

1. If adopted, it removes the subject, with all that adheres to it, from before the assembly until the committee makes a report, or is discharged without making a report.
2. If lost, it may be renewed on the same question, should the situation change with respect to the question.

To Postpone to a Certain Time. (See also page 77.)

Object. To defer action on a question to a certain time.

Forms.

1. For the maker. "I move to postpone the consideration of this question till (state time)."
2. For the chairman. "It has been moved and seconded that the consideration of the question be postponed till (state time). Are there any remarks on the propriety of postponement?"

Rules.

1. This motion takes precedence of the questions to Commit, to Amend, and to Postpone Indefinitely.
2. It yields to Privileged and Incidental motions and to the motions to Lay on the Table and the Previous Question.
3. No Subsidiary motions may be applied to it but to Amend and the Previous Question.
4. It allows limited debate as to the propriety of postponement.
5. The Previous Question may be applied to it without affecting other motions pending.
6. It may be amended as to the time to which to postpone.
7. Postponement must not extend to a time beyond the current session of the assembly.
8. It requires a majority vote.

Effects.

1. If adopted
   - *a.* It postpones the subject, with what adheres to it, to the time fixed, and makes it an Order of the Day for that time.
   - *b.* The subject may not be taken up previous to the time fixed, except by a two-thirds vote.
   - *c.* When the fixed time arrives the subject is entitled to be taken up in preference to everything but Privileged questions. See Order of the Day (page 38).
2. If lost, it may not again be made on the same question unless that question has suffered amendment in the meantime, or some different inferior Subsidiary question or questions become pending.

The Previous Question. (See also page 77.)

Object. To suppress debate and bring the assembly to a vote.

Forms.

1. For the mover.
   - *a.* Unqualified. "I call for (or move) the Previous Question."

b. Qualified. "I move the Previous Question (on the question to Postpone Indefinitely, or to Commit, or whatever the immediately pending question may be)."

2. For the chairman.

a. Unqualified. "The Previous Question has been called for and seconded. Shall debate now be suppressed? Those in favor say *Aye*. Those opposed say *No*."

b. Qualified. "The Previous Question has been called for on the question (state the immediately pending question named by the mover). Shall, etc. (as above)."

Rules.

1. The motion for the Previous Question may be applied directly to any debatable question.
2. It takes precedence of the questions to Postpone Indefinitely, to Amend, to Commit, and to Postpone to a Certain Time.
3. It yields to the motion to Lay on the Table, and to Privileged and Incidental motions.
4. The motion to Lay on the Table is in order even up to the time of the final vote taken in consequence of the adoption of the Previous Question.
5. It is not debatable and, if in order, must be put to vote at once.
6. No Subsidiary motion may be applied to it.
7. One may make a motion and at the same time move the Previous Question thereon.
8. It may be reconsidered if not partly executed. If reconsideration carries, no other vote is necessary to open to debate the previously pending question.
9. Sometimes instead of moving the Previous Question, a motion is made to limit debate, and such a motion is subject to the rules governing the Previous Question, in so far as they may apply.

10. The Previous Question requires a two-thirds vote to become effective.

Effects.

1. If the unqualified form carries, it forces the taking of a vote on the successive immediately pending questions back to and including the original question, subject of course to the supervening of a superior motion.
2. If the qualified form carries, it forces a vote only on the question named in the motion, subject to the supervening of a stronger motion.
3. If the question carries when applied to a question respecting a report of a committee, the chairman of the committee still has the right to close the debate.
4. If either form loses, the motion may not be renewed with respect to the same question unless that question has suffered amendment, or some different inferior Subsidiary question or questions become pending.

To Lay on the Table (and to Take from the Table). (See also page 79.)

Objects.

1. To postpone a subject so that it may be taken up at another time during the same session.
2. To stop debate and suppress a question for the session, provided a majority cannot be secured to take the question again from the table.

Forms.

1. For the mover.
   a. "I move to lay the question on the table," or "that the question be laid on the table."
   b. "I move to take from the table the question (here specify a question that was previously laid on the table)."
2. For the chairman. "It has been moved and seconded to lay (or to take) the question on (or from) the table.

Those in favor say *Aye*. Those opposed say *No*." (The chair should say *what* question, if there is likely to be a misunderstanding.)

Rules.

1. This motion to Lay on the Table may be applied to Principal questions, and to proposed amendments, Appeals from the decision of the chair, Questions of Privilege, and to questions of reconsideration.
2. To Lay on the Table takes precedence of all other Subsidiary questions.
3. Both to Lay on the Table and to Take from the Table yield to Incidental and to Privileged motions. No Subsidiary motion may be applied to either form.
4. Both forms of the motion are undebatable.
5. An affirmative vote on to Lay on the Table may not be reconsidered.
6. The motion to Lay on the Table may not be used merely to deprive the maker of a motion from speaking on his own motion.
7. Both forms of the motion require a majority vote to carry.

Effects.

1. If to Lay on the Table is carried
   a. It places on the table everything that adheres to the subject except what adheres to an Appeal, a motion to Reconsider, or an amendment to the minutes.
   b. The motion with all that adheres to it may be taken from the table at the same or a future meeting of the same session of the assembly by making and carrying, at a time when no other business is before the assembly, a motion to Take from the Table.
2. If to Take from the Table is carried, it brings back before the assembly the original question in the condition in which it existed when the motion to lay it on the table was made.

3. If either form is lost.

a. If to Lay on the Table is lost, it may be renewed again on the same question if that has been amended, or if some different inferior Subsidiary question or questions are made to intervene.

b. If to Take from the Table is lost, it may be renewed again after other business has intervened.

Incidental motions. Motions arising out of other motions.

Suspension of Rules. (See also page 80.)

Object. To make temporarily possible an action contrary to the *standing rules* or *rules of order* of an organization.

Forms.

1. For the mover.

a. If made *preceding* the motion or business for which suspension of rules is asked: "I move to suspend the rules which interfere with (state object of suspension)."

b. If made *with* the motion for which suspension of rules is asked: "I move to suspend the rules which interfere with (state object of suspension) and that (state the proposed motion)."

2. For the chairman. "It has been moved and seconded that the rules be suspended, etc."

Rules.

1. The motion takes precedence of any pending Principal or Subsidiary question or of any other Incidental question out of which it may arise.
2. It yields to Privileged motions.
3. No Subsidiary motion may be applied to it.
4. It may not be debated.
5. A vote on it may not be reconsidered.
6. No rule conferring rights on one third of the members or fewer may be suspended unless by unanimous consent.

7. A two-thirds vote is required to carry either form of the motion.

Effects.

1. If adopted.
   a. If the first form of the motion is followed, then in order that the thing may be done for which suspension of rules was asked, a motion to that effect must now be made.
   b. If the second form is used, the thing for which suspension of rules was asked is now in order.
2. If lost, it may not be renewed for the same purpose at the same meeting.

Withdrawal of a Motion or Question. (See also page 81.)

Object. To expedite business in case of changed opinion by the maker of a motion.

Conditions.

1. Before a motion has been stated by the chair the maker may change or withdraw it, if he sees fit, whether any one objects or not.
2. When a question is before an assembly the mover may withdraw or modify it, or substitute a different motion in its place, if no one objects, up to the time a vote is ordered on the motion, and regardless of any amendments or pending Subsidiary questions.
3. If objection is made, leave to Withdraw may be asked by means of a motion for that purpose.

Forms.

1. For the maker of the original motion. "I ask consent of the assembly to withdraw (or modify, stating how) the question."
2. For the chairman. "If there is no objection, the question stands withdrawn," or "the member may modify his question as indicated."

3. For any member in case of objection. "I move that the consent of the assembly be granted for the withdrawal (or modification) of the question."

Rules.

1. The motion granting leave to withdraw a question takes precedence of the question out of which it arises, and of any pending Subsidiary questions.
2. A question to Withdraw yields to Privileged motions.
3. No Subsidiary motion may be applied.
4. The question may not be debated.
5. It requires a majority vote.

Effects.

1. If adopted
   a. It is as if the original motion had not been made, and any amendments or other pending Subsidiary questions disappear with the withdrawal of the original question.
   b. A motion or question that has been withdrawn may be introduced again.
2. If lost, it may not be renewed again in the same form on the same question.

Reading of Papers. (See also page 82.)

Object. To give information to the assembly.

Conditions.

1. When papers have been laid before the assembly for final action thereon, every member has a right to have them read once in his hearing.
2. If the paper is one on which final action will not be required at the time, it is not customary to have the paper read.
3. If a paper or a document is offered to be read as part or all of a discussion of any debatable question, or if it is desired to have papers read under No. 2, or read a

second time under No. 1, and objection is made, a motion will be necessary to secure the reading.

Forms.

1. For the mover.
   a. "I move that the paper (describing it) be read by the secretary."
   b. "I move that the member speaking be permitted to read his speech (paper or document)."
2. For the chairman. "It has been moved and seconded that (adopt the form used by the mover). Those in favor, etc."

Rules.

1. The motion requiring the Reading of Papers takes precedence of the question under which it arises.
2. It yields to Privileged motions.
3. No Subsidiary motion may be applied to it.
4. The question may not be debated.
5. It requires a majority vote.

Effects.

1. If adopted, it necessitates or permits the reading of the paper.
2. If lost, the motion may not be renewed with respect to the reading of the same paper again at the same session.

Question of Consideration (***Objection to the Consideration of a Question***).

Object. To enable the assembly to avoid irrelevant, unprofitable, or contentious questions.

Forms.

1. For the objector.
   a. "I object to the consideration of the question."
   b. "I raise the Question of Consideration."
2. For the chairman. "The consideration of the question has been objected to. Shall the Objection be sustained? Those in favor, etc."

Rules.

1. The Objection is applicable to a Main question only.
2. The Objection must be made after the question has been stated by the chair, but before there has been progress in debate, and before any Subsidiary motion has been applied.
3. The Objection is in order when another has the floor.
4. The one objecting need not obtain the floor.
5. The Objection need not be seconded.
6. The question is undebatable.
7. No Subsidiary motion may be applied to it.
8. A two-thirds vote is necessary to sustain the Objection.

Effects.

1. If carried, the question objected to may not be discussed or put.
2. If lost, it is as if no Objection had been made, but the motion to Lay on the Table may not be immediately applied to the Main question, nor may the Objection again be renewed on the same question.

Questions of Order, and Appeals. (See also page 83.)

Object. To correct a breach of order or an error in procedure.

Kinds of Questions of Order, with procedure.

1. Indecorum in behavior.

   a. Steps in procedure. The chairman, on his own initiative, or on the demand of some other member, "names" the member creating the disorder, that is, he calls him by name or title and informs him wherein he is believed to be violating the rules of the assembly.

   The offending member is given an opportunity to exculpate himself and is then directed to withdraw temporarily from the room. Failing to withdraw, he may be ejected by members appointed by the chair for the purpose.

A motion is now in order to exonerate the member, the motion requiring a second but not admitting remarks or the application of Subsidiary motions. It requires a majority vote.

If carried, the member that was accused is invited to take his place again in the assembly. If it is lost, a motion for some form of punishment is in order, subject to the same rules as the motion for exoneration, except that it may be amended as to form of punishment.

b. Forms of punishment. Requiring of an apology, reprimand, limitation of privileges, fine, expulsion.

2. Indecorum in debate.

a. Steps in procedure. When a member speaking is deemed to have employed offensive words, the chair may call the member to order by saying, "Does the chair understand the speaker to have used these words (which he will reproduce)?" Or another member may rise and interrupt the speaker by saying, "Mr. Chairman, I call the speaker to order for employing the words (which he will here state)."

If the chairman decides the words to be improper (from which decision there may be an Appeal after the form given below), he asks the speaker if he employed the words, and if he denies their form the assembly decides on the words used.

The one accused of the offense is then privileged to justify his words, or apologize for them, and is then required to withdraw.

A motion is now in order to accept the explanation or apology, and from this point on, the procedure is as in the matter of Indecorum in Behavior outlined on page 31.

b. Forms of punishment. As in Indecorum in Behavior (page 31).

3. Violation of the rules of the assembly.

a. Forms of procedure.

(1) Member. "I rise to a Point of Order."

(2) Chairman. "State your Point of Order."

(3) Member. "My Point of Order is (here state the point, that is, show wherein a rule has been violated or a mistake in judgment made)."

(4) Chairman. "Your Point of Order is (or is not) well taken and the member (or the chair) is (or is not) in order."

b. Result. Action must follow in accordance with the decision unless an Appeal is taken, in which case the procedure would be as indicated below.

Rules governing Questions of Order.

1. Questions of Order must be raised at the time of, or immediately following, the irregularity, unless there is the intervention of a more highly privileged motion or an adjournment, in which case the Point of Order may be made after the privileged motion has been disposed of or the house has reassembled. I

2. They may be made while another has the floor.

3. In case a member raises a Question of Order he must obtain the floor. J

4. A Question of Order must be decided promptly by the chairman (after asking advice from a member, if he chooses), unless he prefers to submit the point to the assembly for decision. K L

5. Debate is not allowable on a Point of Order.

6. A motion may not be ruled out of order after it has been entertained and debated without objection. M

7. If any member disagrees with the decision of the chairman on a Point of Order he may appeal to the assembly for a decision.

Forms for an Appeal.

1. For a member. "I appeal from the decision of the chair."
2. For the chairman. "On what ground is the Appeal made?"
3. The member will here state (or may call for the reading of) the rule that he thinks has been violated. If the rule, naturally interpreted, settles the point in dispute, then the assembly and the chair must act in accordance with the requirements of the rule.
4. But if the rule is one under which the chair may *exercise a judgment*, then the chair will say, "The decision of the chair has been appealed from. Shall the decision be sustained?"

Rules for an Appeal.

1. An Appeal must be made at the time of the decision of the Point of Order, unless a vote is being taken, or another Appeal is before the assembly out of which the proposed Appeal does not arise, in which cases it would be the first thing next in order thereafter.
2. An Appeal takes precedence of the question out of which it arises, and yields to Privileged motions.
3. An Appeal is open to debate except in the following cases:
   a. When the Appeal relates to indecorum in behavior or debate;
   b. When it relates to the priority of business;
   c. When it arises out of an undebatable question.
4. When debatable, a member may speak on it but once.
5. In all cases the chair may state the reason on which he based his decision.
6. An Appeal may not be amended.

7. The motions to Lay on the Table and the Previous Question, if the Appeal is debatable, may be applied to it, and, if adopted, affect nothing but the Appeal.
8. A vote on an Appeal may be reconsidered at any time before action has followed, in accordance with the decision of the assembly on the Appeal.
9. A tie vote or a majority vote will sustain the decision of the chair.

Effects.

1. If the question carries, that is, if the Point of Order is overruled, the business proceeds as before.
2. If the question is lost, that is, if the Point of Order is sustained, the order of action is changed to conform to the decision.

To Reconsider. (See also page 84.)

Object. To modify or annul, within a limited time, any action already taken.

Forms.

1. For the mover.
   a. The privileged form. "I wish to have entered on the minutes a motion to Reconsider the vote by which was passed (or was lost) the resolution or question (here state it)." I
   b. The unprivileged form. "I move to reconsider the vote by which was passed (or was lost) the resolution or question (here state it)." J
2. For the chairman. K
   a. The privileged form. "It has been moved and seconded to reconsider the vote, etc. (as above). The secretary will please enter on the minutes a record of the making of this motion." L
   b. The unprivileged form. "It has been moved and seconded to reconsider, etc." M

Rules applying to the privileged form of the motion.

1. It is in order at any time, even when another has the floor or while a vote on adjournment is being taken, to have a motion to Reconsider entered on the minutes.
2. When entered on the minutes it may be called up, if no other question is before the assembly, at any time during the remainder of the meeting, or at a succeeding session or meeting, if the sessions or meetings occur once a month or oftener, and there has been no intervening adjourned meeting.
3. Only the member who had the motion entered on the minutes may call it up on the same day on which it was entered, unless that is the only day when it could be considered, in which case any one may call it up.
4. After the day on which the motion was entered on the minutes any one may call it up.
5. When called up, it yields to Privileged motions only.

Rules applying to both forms of the motion.

1. The motion must be made, except when the vote was by ballot, by one who voted on the prevailing side of the question, but any member may second the motion.
2. It must be made on the same day on which the vote to be reconsidered was taken, or on the next calendar day of the same session.
3. It may be applied to the vote on all questions but these:
   a. To Adjourn, to Suspend the Rules, and to Reconsider;
   b. An affirmative vote on to Lay on, or Take from, the Table;
   c. The Previous Question, if partly executed;
   d. A vote electing to office one who is present and does not decline;
   e. A vote as the result of which something has occurred which the assembly cannot reverse;

f. A question the vote on which has already been reconsidered without a resulting change in the wording of the original question.

4. If applied to the vote on a Principal question, or on a Subsidiary or Incidental question that has removed a Principal question from before the assembly, it is in order and may be acted on only when no other business is before the assembly.
5. If applied to the vote on a Subsidiary question that has not removed the question to which it was applied from before the assembly, it must be immediately acted on, though yielding temporarily to Incidental and to Privileged motions.
6. If applied to the vote on an Incidental question that has not removed its subject from before the assembly, it must be immediately acted on, though yielding temporarily to all Privileged motions.
7. If applied to an undebatable question it is undebatable.
8. If applied to a debatable question it opens up to debate the entire subject to be reconsidered.
9. No Subsidiary motions but the Previous Question and to Lay on the Table may be applied to it.
10. The Previous Question, if ordered while to Reconsider is pending, affects only the motion to Reconsider.
11. It may be laid on the table, but does not take with it the question it proposes to reconsider.
12. The motion may be withdrawn, on the day on which it was made, without the consent of the assembly.
13. If it is desired to reconsider one part of a series of steps, the assembly must reconsider the steps successively in reverse order, back to the one it wishes to modify.
14. As soon as the motion is made, it suspends all action the original resolution would have required, till reconsideration

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has been acted on, or lapses by the passing of the time limit.

15. In all cases only a majority vote is necessary to accomplish reconsideration.

Effects.

1. If adopted
   - *a.* It places before the assembly the original question, and in the exact position occupied before it was voted on. The effect of a motion for the Previous Question is, however, exhausted and the question is reopened for debate, though no one who has already spoken twice may now speak again.
   - *b.* After the vote on a resolution has been reconsidered once, it is not in order to move to reconsider it again unless the original question was changed following the first reconsideration.
2. If lost
   - *a.* It may not be renewed with respect to the vote on the same question or resolution again.
   - *b.* It is not in order to move to reconsider a vote on a question to Reconsider.

Privileged motions. Motions that arise independently of other motions and concern themselves with the needs of the assembly.

Call for the Order (or Orders) of the Day. (See also page 85.)

Object. To get before the assembly a subject assigned to the time when the Call is made.

Conditions.

1. General Order. A subject assigned by motion and a majority vote to a particular day or hour, and not thereby interfering with an established rule of the assembly.
   - *a.* It may originate as a Main motion followed by a postponement to a certain time.

b. Or it may originate as a Main motion to make a particular matter the Order of the Day at a certain time.

c. By a motion requiring a two-thirds vote the business may be taken up before the time previously assigned.

d. By a motion requiring only a majority vote the business may be postponed beyond the time assigned, to a time not thereby interfering with an established rule of the assembly.

2. Special Order. A subject assigned by motion and a two-thirds vote to a particular day or hour, thereby suspending an established rule or rules of the assembly.

a. It originates in a definite motion to make a particular matter a Special Order for a certain time.

b. The motion for this purpose is subject to the same rules as the motion to Suspend the Rules.

c. A Special Order may be taken up before or postponed beyond the time assigned in the same manner as a General Order.

d. A Special Order may not be assigned to a time when it interferes with another Special Order, but it may interfere with a General Order.

Forms.

1. Member. "I call for the Order of the Day."

2. Chairman. "The Order of the Day has been called for. If there is no objection, we shall proceed to consider the Order of the Day." If objection is made, the chairman at once puts the question: "Will the assembly now proceed to the Order of the Day? Those in favor, etc."

Rules.

1. A Call for the Order of the Day is in order when the time arrives to which the business was assigned, and may interrupt a member's speaking.

2. It requires no second.

3. It takes precedence of all Principal, Subsidiary, and Incidental questions.
4. It yields to the motions to Take a Recess, to Adjourn, to Fix the Time for Reassembling, and to Questions of Privilege.
5. Neither the Call for the Order of the Day nor the motion to proceed to the Order of the Day is debatable.
6. To neither the Call nor the motion may any Subsidiary motion be applied.
7. The motion to proceed to the Order of the Day requires a majority vote.
8. When the time arrives for taking up an Order of the Day, the chairman may, if there is no objection, put to vote any questions before the assembly and take up the Order of the Day.
9. When an Order of the Day is taken up, a Special Order, if there is any, is to be taken up before a General Order.
10. Both General and Special Orders, if more than one in either class is assigned to the same day or hour, are to be considered in the order of succession in which they were made.

Effects.

1. If adopted, the business interrupted is affected the same as an adjournment would affect it.
2. If defeated, the business previously before the assembly proceeds, though the Call may be renewed immediately after the business is out of the way.

Question of Privilege. (See also page 86.)

Object. To secure to the assembly or any of its members some right with respect to safety, comfort, dignity, reputation, or freedom from disturbance.

Forms.

1. Member. "I rise to a Question of Privilege."

2. Chairman. "State your Question of Privilege."
3. Member. "As a Question of Privilege I move, etc." Or the member may merely call the attention of the chair to some situation implied in the object of motions of this kind.
4. Chairman. "As a Question of Privilege it has been moved and seconded that, etc." Or the chairman may act on the suggestion of the member, or may rule out the motion or suggestion as not one of Privilege, from which decision an Appeal may be taken.

Rules.

1. The motion, if requiring immediate action, may interrupt a member's speaking.
2. It takes precedence of all other motions but the motions to Take a Recess, to Adjourn, and to Fix the Time at Which to Reassemble, and to these it yields.
3. A Question of Privilege relating to one or more members of an assembly yields to another Question of Privilege that relates to the assembly as a whole.
4. The question is open to debate.
5. Any Subsidiary motion may be applied to it.
6. If a Question of Privilege is postponed, referred, or tabled, the business interrupted is resumed, and if the motion set aside is returned to the assembly it loses its privileged character.
7. It requires a majority vote.

Effects. As soon as the motion is offered it interrupts the business before the assembly. K

1. If adopted, its provisions must be executed, and the business interrupted is resumed as soon as the privileged resolution is out of the way. L
2. If lost, the business interrupted is at once resumed, and the motion may be renewed again if the state of affairs changes. M

To Take a Recess. (See also page 86.)

Object. To suspend all business for a time without interfering with the continuity of the meeting.

Forms.

1. For the mover. "I move that we take a recess of (state number) minutes," or "till (state hour of reassembling)."
2. For the chairman. "It has been moved and seconded that, etc."

Rules.

1. This motion takes precedence of all other motions but to Adjourn and to Fix a Time at Which to Reassemble, and to these it yields.
2. It is not in order for a member to make this motion when another member has the floor.
3. It is not in order when voting is in progress, though it is in order before the result of the vote has been announced.
4. The question is not debatable but may be amended as to the time covered by the recess.
5. No Subsidiary motion but to Amend may be applied to it.
6. A vote on this question may not be reconsidered.
7. The motion is in order when no quorum is present.
8. It requires a majority vote to carry it.
9. Sometimes the motion is so made as to require a recess to begin not immediately, but at a specified time. If a motion to Adjourn is carried in the interval, it adjourns the assembly to the time of the next regular meeting.

Effects.

1. If carried, it suspends all business during the interval covered by the order for the recess.
2. If lost, it may be renewed again after intervening business or progress in debate, provided it is not made merely to impede business.

To Adjourn. (See also page 86.)

Object. To bring a meeting to a close.

Forms.

1. For the mover.
   a. Unqualified. "I move we adjourn."
   b. Qualified. "I move we adjourn *sine die*," or "to meet to-morrow," or "in ten minutes," etc.
2. For the chairman. "It has been moved and seconded that, etc."

Rules.

1. For the qualified motion the rules are the same as for a Main motion.
2. For the unqualified motion that would accomplish a dissolution of the assembly, the rules are the same as for a Main motion.
3. For the unqualified motion other than the preceding
   a. The motion takes precedence of all other motions but to Fix the Time at Which to Reassemble, and to this it yields.
   b. It is not in order under the following conditions:
      (1) While a member is speaking;
      (2) When a motion to Adjourn has just been defeated;
      (3) When the motion to Fix the Time at Which to Reassemble is pending;
      (4) While voting is in progress, though it is in order before the result of the vote has been announced.
   c. The question is undebatable.
   d. No Subsidiary motion may be applied to it.
   e. A vote on this question may not be reconsidered.
   f. The motion is in order when no quorum is present.
   g. It requires a majority vote.
4. Of corresponding rank and subject to very much the same rules is a motion to Fix a Time at Which to Adjourn,

and when such a motion is carried the assembly stands adjourned when the time agreed upon has arrived.

Effects.

1. If adopted.
   a. When it closes a *meeting* and not a *session*, the business interrupted is the first in order after the reading and approval of the minutes at the next meeting, unless the assembly has an order of business that provides a place for "unfinished business."
   b. When it closes a session in an assembly having more than one regular session a year, the business interrupted is taken up previous to new business at the next session.
   c. When it closes a session in an assembly that does not have another regular session within a year, or when the members of an assembly have been elected for a definite time and the adjournment falls at the end of the term of office of the members or a part of them, the adjournment puts an end to the business interrupted.
2. If the question to Adjourn loses, it may be renewed after intervening business or progress in debate.

To Fix the Time or Place at Which to Reassemble. (See also page 87.)

Object. To fix a time or place for reassembling if conditions are such as to make this necessary or desirable.

Form. "I move that when we adjourn, we adjourn to meet at (here specify time or place of reassembling)."

Rules.

1. This motion takes precedence of all other questions and yields to no other motion.
2. It is in order even after a vote on an adjournment has been taken but not announced.
3. It is undebatable when any other question is before the assembly; otherwise it is debatable.

4. No Subsidiary motion but to Amend may be applied to it.
5. It may be amended only by altering the time.
6. It requires a majority vote.

Effects.

1. If adopted, the business interrupted proceeds, and the assembly is due to meet at the time appointed.
2. If lost, it may be renewed when the state of affairs has changed.

SECTION VIII. COMMITTEES

Kinds, selection, organization, and government.

Standing committees. Committees with a fixed term of office and rendering continuous service.

Selection. The number of members and method of selection are usually stated in the constitution or by-laws of an organization.

Organization. The chairman is usually named in the appointment of the committee, but if not, the committee may organize itself. The clerkship is subject to the same conditions.

Rules governing a standing committee.

1. As far as possible or expedient the rules of the assembly govern the committee.
2. A majority of the committee constitute a quorum.
3. Except in large committees one does not need to stand when addressing the committee.
4. Motions do not require seconding.
5. The chairman may freely discuss questions before the committee, and there is no limit to the number of times the members of the committee may speak.
6. This committee may appoint subcommittees.
7. The motion to Reconsider a vote is in order regardless of the time that has elapsed, but only when every member who voted on the prevailing side is present.

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8. The committee may not punish its members for misconduct, but may report disorder to the assembly.
9. The chairman should appoint a time and place of meeting, but if he fail, any two members may make the appointment.
10. For terminating a sitting the form of the motion is, "I move that the committee rise," and this is subject to the rules governing the motion to Adjourn.
11. When a committee rises to meet at another time it is advisable, though not necessary, to notify absent members of the adjourned meeting.

Special committees. Committees selected for a limited service.

Selection.

1. When the motion that created the committee does not provide, the appointment of the committee is made by the chairman or by the assembly, as may be decided informally or by motion.
2. A committee for deliberation should represent all opinions.
3. A committee for action should be small and favorable to the proposition.

Organization. Unless there is provision in the motion creating the committee, the member of the committee first named or elected becomes the temporary chairman, or, in his absence, the second one, etc.; and on assembling, the committee may itself elect its chairman if it prefers not to accept the temporary chairman as permanent. The clerkship is subject to similar conditions.

Rules governing a select committee. The same as the rules for a standing committee.

Committee of the whole. The whole assembly acting as a committee for the purpose of securing greater freedom in discussion.

Creation of the committee.

1. This committee is brought into existence by a motion "that the assembly resolve itself into a committee of the whole to consider (here state the matter to be considered)."
2. This motion may come up as a Main motion, or it may come in as a Subsidiary motion, and is then subject to the conditions governing the motion to Commit.

Organization.

1. If the motion creating the committee does not name the chairman, the presiding officer names the chairman.
2. The clerk of the assembly acts as clerk of the committee of the whole, but keeps only a temporary record to aid the chairman in the conduct of business. The report that is made to the assembly becomes the permanent record of the proceedings of the committee.

Rules governing the committee of the whole.

1. As far as is possible or expedient, the rules of the assembly govern the committee of the whole.
2. The quorum for the committee of the whole is the same as the quorum for the assembly.
3. The only motions in order are to Amend, to recommend for passage or for indefinite postponement, and to rise.
4. Unless otherwise prescribed by the assembly before going into the committee of the whole, a member may speak as often as he can get the floor and as long each time as is allowed in debate in the assembly.
5. The yeas and nays may not be ordered.
6. This committee may not appoint subcommittees.
7. The committee may not punish its members for misconduct but may report disorder to the assembly.
8. A sitting may be terminated by any of the following motions.

   a. "I move that the committee rise."

b. "I move that the committee rise and report."

c. "I move that the committee rise and report progress and ask leave to sit again."

Work of committees.

To originate resolutions, bills, memorials, etc.

1. A draft is usually prepared by the chairman or a sub-committee.
2. This is read before the committee, and amendments to the various parts are offered and voted on.
3. The completed draft is then voted on as a whole.

To consider papers, resolutions, etc., referred to the committee.

1. Original papers are not to be blotted, underlined, erased, or otherwise directly modified or disfigured.
2. The committee may recommend that the resolution be rejected, or that it be adopted without change, or that it be adopted with certain amendments agreed to by the committee.
3. If amendments are many and complicated, a committee may draft a new measure and offer it to the assembly as a substitute for the original measure or measures.

To transact some business for the assembly.

Reports of committees.

What constitutes a report. The final agreement of a majority of the committee in meeting assembled and, if important, written out and signed by the chairman and at least a majority.

By whom the report is made. The chairman, or some one else selected by the committee, reports. If these fail, any member may report if called upon. If no report is forthcoming, a committee may be discharged and the matter that was referred to the committee is again in possession of the assembly.

Forms of reporting.

1. "The committee on (give name of the committee) respectfully report, etc." (Here let the report follow.)

2. "The committee to whom was referred (state the matter) beg leave to submit the following report." (Here let the report follow.)

Reception or hearing of a report.

1. It is in order to make a report when there is no other business before the assembly.
2. When a report is announced it may be heard at once if no objection is made and there is no other business before the assembly; otherwise a motion to receive a report is necessary. Such a motion is treated as a Main motion.
3. If the report is a completed one and the assembly vote to receive it, the committee, if a select one, is thereby discharged.

Adoption or acceptance of a report.

1. To make the acts of a committee a part of the work of the assembly, a motion to adopt, accept, or agree to is necessary.
2. After the making of the motion to adopt, the report of the committee is open to amendment by the assembly.

Report of a minority.

1. Form for a minority report. "A minority of the committee to whom was referred (state the matter) beg leave to submit the following report (here insert the report). I move that the report of the minority be substituted for that of the majority."
2. If the motion to substitute is carried, the minority report is subject to the conditions governing the report of any committee; the minority report becomes the report of the committee.

SECTION IX. INFORMAL ACTION

Informal action is action in an assembly as if the assembly were in a committee of the whole, but without organizing as such a committee. This method of procedure may be entered into by unanimous consent or by a motion for the purpose. This motion is subject to the conditions governing the motion to go into a committee of the whole. The procedure is sometimes employed in small assemblies.

PART II

PARLIAMENTARY NOTES

Parliamentary law. A system of common rules and practices for the government of deliberative assemblies is known as *parliamentary law.* To this same body of rules and practices the name *rules of order* is often applied. The rules included are the ones that are employed in assemblies generally. In individual assemblies there are often special rules which arise as motions and which are not embodied in the *constitution* or *by-laws* of an organization. These special rules are known as *standing rules.* The record of standing rules is found in the written minutes of the organization; the rules of order are usually those contained in some manual of parliamentary law; while the constitution and by-laws are usually the written instruments of an organization.

The term *parliamentary* originated from the English Parliament, the first assembly in history to formulate a complete system of procedure such as has come down to our times. It must not be understood, however, that the usages of the Parliament of England constitute the ultimate authority in parliamentary disputes, nor does the Congress of the United States in this country. Many of the rules that govern those assemblies are in many respects not well adapted to the government of assemblies generally.

In so far as there is an ultimate authority for parliamentary law, it will be found in the practices common to deliberative assemblies generally. General usage is the ultimate authority,

and this usage has been the slow evolution of centuries. It has been added to now and then by legal-minded philosophers, and "infiltrated with the common sense of the many," so that while even yet it is not a perfect system, it is well adapted to the needs of ordinary deliberative assemblies.

Parliamentary law may vary in the details of its rules, but underlying it all there are found four invariable foundation principles or corner stones, upon which every portion of the superstructure rests. They are (1) justice and courtesy to all, (2) one thing at a time, (3) the rule of the majority, (4) the rights of the minority.

The following statement of the purpose of parliamentary law, taken from Cushing's "Manual of Parliamentary Practice," is one that cannot be too much emphasized: "The great purpose of all rules and forms is to subserve the will of the assembly rather than to restrain it; to facilitate, and not to obstruct, the expression of their deliberate sense."

A good many manuals of parliamentary law have been published in this country, each seeking to report what seems to the compiler the best usage, but no two agreeing in every detail of practice. Of the many writers on that subject it should not be forgotten that Thomas Jefferson is perhaps the one to whom greatest credit is due. He is the pioneer American parliamentarian, and "Jefferson's Manual" is still embodied in the "Rules and Practice of the House of Representatives."

A call for a meeting. A call for a public meeting may be posted or published somewhat as follows: "All persons interested in (state object of the meeting) are requested to meet (state time and place)." This call may or may not be signed, as may be deemed best by the promoters of the movement.

Organizing a simple assembly. When the time arrives for calling the meeting to order some one (usually previously agreed upon) of those interested in effecting the organization will

rise and speak somewhat as follows: "The house will please come to order. As it is now time to open this meeting I take the liberty to propose the name of Mr. So-and-so as chairman of this meeting. Those in favor will say *Aye*." After a response is received, he will say, "Those opposed, *No*." In case there are more saying *Aye* than *No*, he will say, "Mr. So-and-so is elected, and will now please take the chair."

If the one who calls the meeting to order prefers, he may call for nominees for chairman, instead of proposing a name himself. So also if the *ayes* do not prevail in the plan of the preceding paragraph. Under the nominating method a member will rise and say, "Mr. Chairman, I nominate Mr. A." Another may rise and say, "Mr. Chairman, I nominate Mr. B.," and so on. These nominations do not require seconding. As each candidate is named, the chairman will say, "Mr. A. is nominated," "Mr. B. is nominated," and so on. If any one declines a nomination, the chairman may use his own judgment as to whether or not to accept the withdrawal, or he may put the question to the assembly, "Will the assembly accept Mr. A.'s withdrawal? Those in favor say *Aye;* those opposed, *No*."

The vote will now be taken on the candidates either by a show of hands, or by a standing vote, or by ballot. If the vote is not by ballot, the chairman will say, "Those in favor of Mr. A. will please rise (or raise the right hand)." As soon as he completes the count he will announce the number of votes and request those voting to be seated (or to lower the hands). In a similar way he takes the vote on the remaining candidates in the order in which they were nominated.

When the final result is announced he will invite the chairman elect to the front and introduce him to the assembly. The incoming chairman usually acknowledges the compliment paid him by a few words of thanks and then proceeds to

call for nominations for secretary, the method of nominating and electing being the same as in the case of the chairman.

When the preliminaries of organization are over and the object of the meeting has been stated and informally discussed, the chairman will invite the assembly to business by saying, "What is the pleasure of the assembly?" At this point resolutions should be offered for adoption, or a motion made that will crystallize the sentiment of the assembly in carrying out the purpose of the meeting. The procedure here would be according to the method outlined under Main motions (page 16).

On the completion of the business any member of the assembly may say, "Mr. Chairman, I move we adjourn"; and after it is seconded, stated, discussed, put to a vote, and secures a majority in its favor, the existence of the assembly comes to an end.

An adjourned meeting. If the business cannot be completed at the first meeting, the motion for adjournment should be, "Mr. Chairman, I move we adjourn to meet (state exact time and place)." On reassembling, the chair calls the meeting to order and then asks the secretary to read the minutes of the previous meeting. This done, he says: "Are there any objections or corrections to the minutes? If not, they stand approved as read." If anything is omitted from the minutes or is incorrectly reported, any member may call attention to the error, and the chairman will say, "If there are no objections, the secretary will make the correction proposed, and the minutes will stand approved as corrected." If now any one objects, the chairman will say: "The proposed correction has been objected to; will the assembly vote to make the correction? Those in favor say *Aye;* those opposed, *No*. The question carries (or is lost), and the secretary will (or will not) make the change."

The business before the assembly at the time of adjournment now comes up for consideration.

Organizing a permanent society. The procedure at first is quite the same as for the organization of a simple assembly that has an adjourned meeting, except that the officers elected are called *temporary* chairman and *temporary* secretary, and the preliminary business following the statement of the object of the meeting is the drawing up of a constitution and by-laws, unless the assembly chooses to depend on common law and custom for its constitutional regulations.

When no constitution and by-laws are at hand some of the features that are to be in it may be discussed informally, and then a motion is made somewhat as follows: "Mr. Chairman, I move that a committee consisting of (name members) be appointed to draw up a constitution and by-laws." The naming of the members of the committee may be omitted from the motion and their appointment left with the chairman or to selection by the assembly. The chairman may say: "Gentlemen, you have heard the motion for the appointment of a committee on constitution and by-laws. Are there any remarks?" After the discussion seems to be concluded, the chairman may say: "Are there any further remarks? If not, those in favor of the appointment of a committee on constitution and by-laws will say *Aye;* those opposed, *No.*"

If the question carries and the appointment of the committee is left with the chairman, he now names the members that are to serve on the committee, and this usually concludes the business of the first meeting. The procedure thereafter follows that outlined above for an adjourned meeting.

When the committee is ready to report at the next meeting, the spokesman of the committee will say, "Mr. Chairman, your committee appointed to draw up a constitution and

by-laws for this organization begs leave to report that it has handed to the secretary a copy of the instrument it has drawn up and recommends the adoption of the same." A motion should now be made by some member to adopt the constitution and by-laws prepared by the committee. When this motion has been seconded and has been stated by the chairman he will direct the secretary to read the first article (or section), and will then say, "Are there any amendments to be offered to this article?" If an amendment is offered, the procedure will be that outlined under the subject of amendments (page 19). After an amendment has been voted on, the chairman will ask if there are others to be offered, and if not, or if none were offered at all, he will direct the secretary to read the next article (or section). In this way the entire constitution will be gone through, and then the chairman will ask if there are still amendments to be offered to any part of the constitution already covered, or if there are additional articles or sections to be offered. When this is disposed of the preamble to the constitution, if there is one, should be read, amended if necessary, and adopted.

The by-laws will now be gone through in a similar fashion, and then the original motion for the adoption of the constitution and by-laws prepared by the committee (and amended by the assembly, if there were amendments) comes to a vote. If the motion carries, a recess of a few minutes should be taken in which the members may sign the constitution, if the instrument provides for signatures. If the motion loses, there should be a motion for a new committee, or further instructions should be given to the old committee, and the above procedure will then have to be repeated.

Sometimes a constitution and by-laws are already prepared to be presented at the first meeting, in which case the appointment of a committee is unnecessary, and the proposed

constitution and by-laws will be taken up for adoption at the first meeting.

The next business in order after the constitution and by-laws are agreed to and signed, is the election of the permanent officers as required in the constitution. The method would be somewhat as already outlined.

The constitution and by-laws. For organizations intending to become incorporated, the state laws lay down the method of procedure, and these will vary from one state to another. But for organizations of a permanent nature the framing of a constitution and by-laws is the usual initial step.

A constitution should embody only what is fundamental and should not be subject to a rapid and easy modification. It is customary in drawing up a constitution to compare the constitutions of several organizations of a nature similar to the one being organized, and to adopt such features as seem best adapted to the purposes of the proposed organization. The constitution should usually contain the following articles, some of which, for convenience, may be subdivided into sections:

ARTICLE I. Name and object of the organization.

ARTICLE II. Qualification for membership and conditions of admission.

ARTICLE III. The manner and time of electing officers, with sections on each officer and his duties.

ARTICLE IV. The essential facts concerning meetings, and a statement of what shall constitute a *session* of the organization.

ARTICLE V. A statement of what shall constitute a quorum in the organization.

ARTICLE VI. Manner of amending the constitution, including time for previous notice, and proportion of the total membership necessary to vote its adoption.

The by-laws should contain matters of greater detail and of somewhat less importance than those found in the constitution, and consequently less difficult to change by amendment, but not subject to suspension, or change at a single meeting.

Among other things they may contain fuller details about the meetings and officers of the organization, a statement of the standing committees, their membership and duties, the dues or other obligations of members, and the specification of fines, if any are to be imposed.

There should also be an order of business somewhat as follows, with necessary additions:

1. Roll call.
2. Reading, correction, adoption of minutes of previous meeting, or day's proceedings.
3. Reports of standing committees.
4. Reports of special committees.
5. Unfinished business.
6. New business.
7. The regular work of the organization.
8. Adjournment.

In addition there should be named a particular manual of parliamentary law that shall be the authority for the rules of order governing the organization.

Lastly it should be specified how the by-laws may be amended.

Meeting and session. A meeting is an assembling, as a deliberative body, of members of an organization, for any length of time during which there is no separation of members by adjournment.

A session in assemblies not permanent is a meeting or series of meetings terminated by an adjournment without a day for reassembling.

In a permanent society having regular meetings, each meeting constitutes a session unless the constitution provides otherwise.

Organization of a representative assembly. In organizing a body of delegates representing a constituency, the beginnings are like those of a permanent society, the first new feature being the matter of examining credentials. The form of credentials varies with the different kinds of representative assemblies, but the following, for political conventions, will illustrate a typical document of that sort:

At a State Convention of delegates representing the _____ party of the various counties of the State of _____, held at _____, in said State, on the _____ day of _____, A.D. 19—, the following named persons were elected the delegates-at-large to represent the _____ party of said State at a national Convention of said party to be held at _____, in the State of _____, on the _____ day of _____, A.D. 19—, and are entitled to seats in said body.

DELEGATES

_____ _____

_____ _____

ALTERNATES

_____ _____

_____ _____

(Instructions to delegates, if there are any, should be here inserted.)

(Signed) _____, Chairman of State Convention

(Signed) _____, Secretary of State Convention.

For the creation of a committee on credentials, some member of the temporary organization, usually one previously agreed upon, who is to become chairman of the committee, says, "Mr. Chairman, I move that a committee of seven on credentials be appointed." After the motion is seconded, it

is stated by the chairman, thus: "It has been moved and seconded that a committee of seven on credentials be appointed. Are there any remarks?" When discussion and amendment are completed, the question is voted on, and if the motion is carried, the appointment of the committee follows. The one first named calls the committee together, while tellers collect the credentials from the members of the convention and turn them over to the committee. The committee examines these credentials and decides, after a hearing, between any two delegations, if such there be, from the same constituency, as to which shall have seats in the convention. They then report to the convention through their chairman the list of those having proper credentials, and recommend that these be given a place in the convention's deliberations. When some one moves that their report be adopted and the question is voted on and carried, their work becomes a part of the work of the convention.

In a similar way the other committees are appointed and their work accepted. The committee on permanent organization has as its work the selection of a list of persons who shall serve as the permanent officers. With the adoption of their report, the officers named in their report are made the permanent officers of the convention.

The committee on rules determines the special rules and the rules of order that shall govern the convention, and makes out an order of business. The committee on resolutions prepares the party's platform.

With the adoption of the report of the committee on permanent organization, the organization of the convention is completed, and the business as outlined by the report of the committee on rules is proceeded with.

The presiding officer. The duties, powers, and privileges of a presiding officer are quite fully outlined in the Syllabus, and

not much more need be said in this place, though much could be said.

In calling a meeting to order the chairman usually says, "The house will please come to order," and will at once take up the order of business of the assembly. The method of assigning the floor to a member is shown on page 9, and the manner of stating and dealing with motions and debate is made clear under their proper heads elsewhere in this Handbook.

One of the most difficult of presidential arts to acquire is the habit of referring to oneself, while presiding, in the third person. As a presiding officer one is really not oneself, but one is now "the chair." Instead of his saying, "I am unable to decide," "I will appoint Mr. Smith to serve in my place," etc., he will say, "The chair is unable to decide," "The chair will appoint Mr. Smith to serve in his place," etc.

Self-control, clear-headedness, fairness, firmness, courtesy, tact, and ability to get things done are important characteristics of a good chairman.

The recording officer. It has been said that if the presiding officer is the head, then the recording officer is the right hand, of an organization. The office of secretary is a very important one, and for the proper discharge of its duties no little ability is required.

In the matter of keeping the records, no important item should be omitted, all motions stated should be written out in full, and a record should be made of all parliamentary procedure in connection with the motion.

In making a record of communications or reports of committees, these may be copied in full or itemized so as to show where the reports may be found, or be briefly summarized, as may best suit the purpose of the organization.

Neatness, accuracy, completeness, legibility, combined with an appropriate literary style, should characterize the secretary's

record. The style, however, should not be that of an essay or of a newspaper reporter's article.

In addition to the keeping of the records there are other duties the secretary is often called upon to perform, and in these and other ways he can contribute very largely to the satisfactory working of an organization.

Duties and rights of members. An organization can never be better than the members composing it. While much depends upon the presiding and recording officers, there are important duties for all the members. That organization is most successful in which the members each feel the full weight of duty resting upon them. It never becomes a member to criticise or reflect upon an organization among nonmembers, nor in the society itself, unless for the purpose of correcting the condition complained of. The Savior, as a member of the Jewish church, tried to accomplish reformation from within and not from without.

If a presiding officer proves dishonest, incompetent, tyrannical, or manifestly unfair, and a majority of the members feel that something ought to be done about it, a member may rise and offer a motion that expresses the sentiment of the assembly, and if the chairman refuses to put the motion, the member may do so himself. In extreme cases a member may rise and say: "Fellow-members, I move that the chair be declared vacant, and that Mr. Jones be called to the chair till a new chairman can be elected. Those in favor say *Aye;* those opposed, *No.*"

Introduction of business. *To obtain the floor* is a technical phrase, and means to gain the right to speak or to address the assembly. In addressing the presiding officer by his commonly recognized title one will use the expressions, "Mr. Chairman," "Mr. Speaker," "Mr. President," etc., if that officer is a male; but if an unmarried lady is addressed, one should say "Miss

Chairman," or " Madam Chairman," etc., and in case of a married lady one should say, " Mrs. Chairman," or " Madam Chairman," etc.

The chairman's method of recognizing a member is to meet the eye of the one claiming recognition and say, " The gentleman has the floor," or merely pronounce the name of the person, or, in representative assemblies, say, " The gentleman from (naming the district he represents)."

The usual method of introducing business is by the making of a motion, illustrations of which have already been given. The purpose and manner of seconding a motion and what it is to state a motion are explained under the paragraph, Some Definitions of Motions, etc. (page 70).

The parliamentary forms mentioned in the Syllabus that do not require seconding are all explained under the several paragraphs dealing with them later, and need not concern the reader at this time. In due time, however, the reader should have these exceptions thoroughly in mind.

The method of getting business accomplished by " common consent " in matters of routine is one that may well be employed to push business along in cases where there is likely to be general agreement on the matter. Suppose, for instance, that a number of nominations have been made, and some one now moves that nominations come to a close. Instead of taking a vote on such a motion, the chairman may say, " If there are no objections, the nominations will be declared closed." If no objection is made, time is saved and business expedited. If objection is made, the chairman will then state the motion and take a vote.

Debate. To debate a question is to discuss it, giving reasons why the question should or should not be passed. Unless a member really has something to say, he should not consume the time of the assembly. On the other hand, if certain

arguments have not been brought out, he owes it to the assembly to speak on the question.

The circumstances listed in the Syllabus under which a speaker must yield the floor temporarily are explained under the several heads named and need not concern the student who is just beginning the mastery of parliamentary law unless it be the matter of raising a Point of Order, and for this he may well turn at once to the treatment of that subject on pages 33–35.

When a member is discussing a question the chairman should not be too hasty in calling him to order for not confining himself strictly to the question, for it is not always possible to tell at once the connection the seeming digression may have with the matter under discussion. But in case a speaker takes up the discussion of motives or personalities, he should be promptly called to order.

Voting by ballot. This form of voting is more commonly employed in voting for candidates than in any other situation. However, if a majority of the members demand it, by a motion for that purpose (and such a motion would belong to the group known as Incidental motions (page 27), and subject to the rules common to those motions), this form of voting may be employed on motions generally.

In counting the votes, it is usual for one of the tellers to read aloud the votes as recorded on a ballot, while another teller or the Secretary makes a record of the votes, as follows:

W. P. Gillam, 𝍸 𝍸 1111
C. M. Nichols, 𝍸 𝍸 𝍸 1
Victor Knapp, 𝍸 𝍸 11

When the count is completed the result is reported to the chairman and he declares Mr. Nichols elected, since he has received a plurality vote, or that the vote will have to be taken again, as no one has received a majority vote.

If no election occurs, as an Incidental motion it may be moved that the one having received the fewest votes be dropped from the list of candidates. This would still not render a vote for that person, or for any other, invalid. Once balloting has been begun, only a recess or adjournment is in order till an election occurs, in ordinary assemblies.

Where there is a requirement that officers shall be elected by ballot, and the assembly resorts to the subterfuge of making a motion that the secretary be directed to cast the vote of the assembly for Mr. So-and-so for the office of vice president, or other office, and no one objects, it is customary for the secretary to write a ballot, thus:

> For vice president
> Mr. So-and-so

The secretary will then rise and say, "Mr. Chairman, Mr. So-and-so receives one vote for vice president and there are no votes for any other candidate." The chairman then declares Mr. So-and-so elected.

While this method has the advantage of expedition, it is not strictly legal, for the reasons, first, that it is really a method of voting by proxy; and second, it violates the fundamental purpose of voting by ballot, namely, that of secrecy.

Voting by division (*rising vote*). The language employed by one who wished a vote to be taken would be, "Mr. Chairman, I call for a division"; this requires no seconding. If the chairman asks the clerk or tellers to do the counting, it is for the purpose of showing his desire not to be partial or unfair. If the assembly disagrees with the count, it is not in order to "appeal from the decision of the chair," for the chairman is merely reporting on the decision of the assembly, and not giving a decision of his own. In case the assembly wishes to

take action, the procedure would be that suggested in connection with the Rights of Members (page 8).

Voting by ayes and noes. It is important to note that in calling for a negative vote one should say, "Those opposed, *No*," rather than, "Those opposed, the same sign," for this is unparliamentary. In announcing his judgment of the result the chairman sometimes says, "The question prevails," or, "The ayes have it," etc., instead of the form given in the outline.

Voting by yeas and nays. In taking a record of a vote by *yeas and nays* the clerk usually prepares a sheet with the names of the members in one column followed by two columns, one for the "ayes" and one for the "noes." The record of a vote thus taken would be as shown below.

Roll	Ayes	Noes
C. F. Beck	1	
J. E. Glasgow		1
E. E. Good	1	
J. D. Graves		×
~~Ray Weaverling~~		
Totals	2	1

The × means that Mr. Graves was excused from voting, and the line through Mr. Weaverling's name shows that he was absent.

The record of the vote entered on the minutes would be as follows, after stating the motion to be voted on: "Those voting *Aye* were Messrs. Beck and Good; one voting *No* was Mr. Glasgow. There being two for and one against, the motion was declared carried."

Voting by *yeas and nays* is common in legislative assemblies where the constituents have a right to know how their

representatives voted. In ordinary assemblies it is more common to vote on nearly all questions by an *aye-and-no* vote. Where this is the custom, and it is desired to have a vote taken by *yeas and nays* instead, before the question comes to a vote any one may move that the vote be taken by *yeas and nays*. Such a motion comes in as an Incidental question, and is not debatable, nor may any Subsidiary motion be applied to it. If a majority support this motion, the vote must be taken on the question before the house by *yeas and nays;* otherwise the vote will be taken in the usual way. In legislative assemblies a smaller number than a majority can compel the taking of a *yea-and-nay* vote.

Nominating and electing candidates. The details of procedure in the nomination and election of candidates is given in connection with the remarks on Organizing a Simple Assembly (page 52). Some notes on election by ballot occur under the topic Voting by Ballot (page 64).

A majority vote means any number of votes greater than half of all votes cast. A plurality vote means a vote greater than any other vote cast when there are three or more candidates or items to be voted for.

To move to elect by "acclamation" is really to move to elect *by a shout*, which is absurd and ought never to be employed.

Not uncommonly in an election some defeated candidate moves to make a vote unanimous for the successful one. Strictly speaking, such a motion would be lost if there were even a single vote against it, and it is not often a safe motion to make.

General rules on voting. Voting by *yeas and nays* and by *ballot* are cases where votes on the affirmative and negative are taken at the same time.

Sometimes when a debatable motion is being discussed, and members feel that they are ready for the question, they

indicate their readiness by calling out, "Question!" but the chairman is not required to put the question merely on this demand. He must use his own judgment as to whether every one has spoken who wishes to speak, and he must protect the one wishing to continue the discussion.

It is important to note that while one may not *vote* on a question affecting only himself, this does not prevent his *making* such a motion or *discussing* it when it is made. It should also be recalled that while a member may *vote* against a motion he has introduced, he is not privileged to *speak* against it.

There are some popular misconceptions as to when the chairman may vote, and the exact language of the rule should therefore be noted. Under the rule the chairman may vote in such cases as the following, in addition to voting by *ballot* and by *yeas and nays:* (1) if, for example, the vote is 8 for and 8 against a motion, the chair may vote in the affirmative only, for by so doing he can change the result, but not by voting in the negative; (2) in case of a vote, say, of 8 to 7, he can now vote, but only in the negative, for he can thereby prevent the vote from carrying; (3) in case of motions requiring a two-thirds vote to carry, that is, at least twice as many for as against, he could vote in the affirmative if there were, say, 15 for and 8 against, or in the negative if there were 16 for and 8 against.

A quorum. A *quorum* in an assembly is the minimum number that may be present to carry on business. The constitution of an organization should say how many shall constitute a quorum. The number may range from a few members to a large fraction of the membership. In the English House of Lords three members constitute a quorum in a total membership of over six hundred. In most representative assemblies a majority of members is a quorum for the transaction of

business. In assemblies which act on their own responsibility, such as voluntary meetings and stockholders' meetings, there is no quorum requirement.

It is to be understood that a quorum is determined by counting the actual number of members present, and not by taking the total number of those who may have voted on a question before the assembly. Prior to the days of Speaker Reed, in the national House of Representatives, a "voting quorum" was the standard, and no one who did not vote was regarded as present, however "visible or vociferous" he may have been.

The absence of a quorum is allowable in debate and in the discharge of routine business generally, and its presence is a necessity only in case of voting.

A call of the house. In assemblies having the power to compel the attendance of its members a parliamentary device known as a "call of the house" is resorted to for bringing in absentees. In Congress one fifth of the members may compel the attendance of absentees. In some state legislatures as few as five members may secure the call of the house.

The usual procedure is for some member to say, "Mr. Speaker, I demand the call of the house." When this demand is seconded by the requisite number of members the Speaker directs the secretary to call the roll of members and note all absentees. Then the doors are locked, and the sergeant-at-arms is given an order to bring in the absent members. While the call is in progress no motion is in order but to Adjourn and to raise the call. If it is desired to end the quest for members, some one will say, "Mr. Speaker, I move to raise the call of the house." Such a motion requires a majority of the members present voting in its favor. It is usual to impose some punishment or fine on members brought in, in consequence of the call, though the penalty is often remitted.

Some definitions of motions, etc. A *motion* is a formal proposition offered for the consideration of a deliberative body, to the end that it may be enacted into a law of the assembly. To *make* a motion is to propose it to the assembly, and this is done by some member other than the chairman. To *second* a motion is to indicate a willingness to be a second one to ask for the consideration of a motion. The purpose of requiring a motion to be seconded is to guarantee that at least two members wish the motion to be considered. Any member wishing to second a motion may or may not obtain the floor, as he may choose, and say, "I second (or support) the motion."

A motion is *in order* if it violates no rule of order either in its character or by reason of the time at which it is proposed. To *entertain* a motion is to recognize it as being in order. To *state* a motion is to repeat it again to the assembly, and this is done by the chairman. The rule is that the chairman must state the motion in the words used when the motion was made. However, he may modify it a little if he can improve its grammatical, rhetorical, or parliamentary form, provided the maker of the motion does not object. The motion as stated by the chair is the one the assembly has to consider.

After a motion has been stated by the chair it is properly called a *question* and is no longer a motion. A *pending question* is a question awaiting a vote. An *immediately pending question* is that one of two or more pending questions which is the first one in order to be voted upon.

To *put* a question is for the chairman to ask for a vote on the question. If some time has intervened between the stating of a motion and the putting of the question, the question should be stated again at the time of taking the vote on it.

After a question has been voted on and carried, it becomes an *order* if it is of the nature of a command, otherwise it becomes a *resolution*.

Classification of motions. The twenty varieties of parliamentary motions considered in this work are divided into four groups, and are arranged in the order of their precedence from the weakest to the strongest. The motions of the first group are here called Principal motions, and are characterized by the fact that they are never in order when there is any other question or business before the assembly.

The six motions of the next group are such as are *applied to* other motions for the purpose of modifying, or disposing of them, or of cutting off debate on them. These are called Subsidiary motions, and it is highly important that the student of parliamentary law should know them in the exact order in which they are given, for they are so arranged that each one takes precedence of those preceding it in the list and yields to those following it, except that to Postpone Indefinitely and to Amend are coördinate, neither one yielding to the other. Subsidiary motions take precedence of Principal questions, and yield to Incidental and to Privileged motions.

The succeeding six motions are motions that *arise out of* other motions and come up in an incidental way. Hence they are known as Incidental motions. The order in which these six are given is not significant, as these motions rarely come into contact with each other. Their relations are made clear under the discussions of the separate motions. Incidental motions take precedence of Principal and of Subsidiary questions, and of Privileged questions out of which they may arise, but yield to other Privileged motions.

The remaining five motions are called Privileged motions, and these are motions that arise independently of other motions and concern themselves with the needs and rights of the

assembly, and are therefore of the very highest rank. They are given in the order of rank among themselves; hence it is worth while to commit them to memory in that order. Privileged motions take precedence of all other questions, if made following them, though they yield to certain Incidental motions arising out of them, and in some cases to Subsidiary motions applied to them.

Main motion. Read carefully the paragraph preceding before proceeding further with this one. In making a motion one should avoid saying, "I move *you* that, etc." The use of the word "you" is a solecism to be avoided. It is also to be recalled that one should say, "Mr. Speaker," "Mr. President," or whatever the proper title of that officer may be, when addressing him.

One thing at a time is a fundamental principle of parliamentary law. There must not, therefore, be two Principal motions before the assembly at the same time. If a second one is offered, the chairman should decline to entertain it.

If a motion contrary to the constitution, by-laws, rules of order, or standing rules is made and carried, the resolution or order is null and void.

To take precedence (pre-ced′ence) means to go before or pass in front of. As used in the rule, it means that if there is any question before the assembly, a Main motion may not come up to be considered before the other question is out of the way.

To yield to means to give place to, and in the rule it implies that when a Main question is before the assembly, if a Subsidiary, Incidental, or Privileged motion is made, any such motion, if in order, would have to be considered first, and the consideration of the Main question is temporarily suspended. This is no violation of the principle "one thing at a time," for when one motion yields to another, the

supervening motion is the "one thing" then before the assembly.

To apply one motion to another is to use the applied motion in modifying, shutting off debate upon, or temporarily disposing of the other motion.

For the matter of *reconsideration*, see To Reconsider (page 35).

To renew a motion is to offer it again as a new motion.

To Rescind. It is a general principle of parliamentary law that what an assembly has just done it may not undo. There may be a case, however, where there are strong reasons why an order or resolution of the assembly is useless or harmful, and it is better to repeal it than to disregard or violate it. The motion as outlined provides the method. It may fairly be said that in societies, states, and nations all laws should be repealed rather than to fall into "harmless disuse," — *innocuous desuetude*, to use a famous phrase from one of President Cleveland's messages.

To Expunge. A motion to Expunge a part of a record is really a parliamentary absurdity, because in a sense it requires the falsification of the journal. It has, however, high legislative precedent. One of the most famous in our history is the one which Senator Benton got through the United States Senate requiring that there be expunged from the records of the senate a resolution censuring President Andrew Jackson.

To Postpone Indefinitely. The name of this motion unfortunately does not suggest its real nature. It might better be called, perhaps, the motion to Postpone Perpetually, for such is its effect, if carried. If a member is opposed to a motion but is not certain that there are enough votes to defeat it on a direct vote, he moves to postpone the question indefinitely. This gives opportunity to discuss not only the question of postponement but the original question as well, and if now

the motion to Postpone Indefinitely loses, the member still has a chance to employ amendments or dilatory motions to delay or defeat the final carrying of the question.

In saying that this motion takes precedence of the question to which it is applied, it is to be understood that while the original question is before the assembly (not yet voted on) it is in order to make the motion to Postpone Indefinitely and have it acted on, and if this is lost, the consideration of the original question is taken up at the point where it was left off when the motion to Postpone Indefinitely was offered.

If, while the motion to Postpone Indefinitely is pending, some one moves to Amend the original motion, the motion to Amend should be declared out of order by the chairman, because to Postpone Indefinitely does not yield to the motion to Amend. But if some one should move to refer the original motion to a committee, this motion would be in order and would be first considered, because to Postpone Indefinitely yields to any Subsidiary motion except to Amend. If the motion to Refer is lost, then business reverts to the motion to Postpone Indefinitely.

To Amend. The forms of offering amendments should be mastered in order to avoid a too common slovenliness in such matters. If, for instance, a question before an assembly were, "Resolved, that a committee be appointed, to decorate the the hall for the coming open meeeting," one would probably hear such an amendment as the following: "I move to amend the question so as to make Miss Jones the chairman of the committee." In a case like this the chairman should either declare the motion out of order because not properly worded, or take it upon himself to state the amendment thus: "It has been proposed to amend the question by inserting after the word 'committee,' the words, 'with Miss Jones as chairman.'" In this connection it may be observed that the

chairman, in stating an amendment, should be careful to say, "It has been moved and seconded to amend," or, "It has been *proposed* to amend," or, "The following amendment has been *offered*," not, "It has been amended, etc.," because in reality the question has not yet been amended.

A reason why to Postpone Indefinitely and to Amend do not yield to each other, but instead, "the first made, the first put," is found in the fact that if the question is to be postponed perpetually, it is not worth while to spend time in amending it, and on the other hand, if it is proposed to amend it, the assembly is not prepared to decide on the question of perpetual postponement.

Under the rule there may not be an amendment offered to a proposed amendment of another proposed amendment. In other words, a tertiary amendment may not be employed. When a secondary amendment is before the assembly and comes to a vote, the next thing in order is the consideration of the primary amendment, or the primary amendment as amended, if the secondary amendment carried. At this point a different secondary amendment would be in order if any one wished to offer it. In finally putting the primary amendment to a vote, the chairman says: "The proposed amendment (or amendment as amended) is (here stating it). Those in favor, etc." In putting the original question to a vote after it has been amended, he says: "The question as amended now is (here stating it). Are there any further remarks or amendments? If not, those in favor of the motion as it now stands say *Aye;* those opposed, *No.*"

An example of a *hostile* amendment is furnished by a case in which it has been moved to extend to some one a vote of thanks, followed by a proposal to amend by striking out the word "thanks" and inserting the word "censure." Such a proposed amendment is in order. But if there were a question

before the house to extend a vote of thanks to Mr. Smith, and it should be moved to amend by striking out the words, "extend a vote of thanks to" and inserting the words, "direct the treasurer to secure a loan of ten dollars from," such a proposed amendment is not in order because not *germane*, that is, not having any connection with the intent of the original question.

When amendment by division is agreed upon, the relatively more important substantive proposition should be considered first; but if there is no difference in importance, then the propositions should be considered in the order in which they occurred in the original question.

To Commit. The verb "to commit," as a parliamentary term, means to refer to a committee; the Subsidiary motion, to Commit, must be distinguished from a Main motion to appoint a committee for the accomplishment of some matter. The latter is an original motion, while the former is a means of disposing of a question already before the assembly, although the work of the committee in either case might be the same.

As to the matter of the precedence of the motion, it is to be understood that when a motion to Commit is made it would be in order, even though at that time there were pending (1) a Main question and (2) a question either to Postpone Indefinitely or to Amend, with possibly an amendment pending on the latter. The question to Commit would in such a situation be the one first to be considered, though if now a stronger Subsidiary, an Incidental, or a Privileged motion were to be offered, action on the motion to Commit would for the time being be suspended, and then the consideration of the questions in order, from the one last made back to the original question, would follow, unless some one of the questions in carrying should take the business from before the assembly.

If the question to Commit is lost when put to a vote, it may be renewed if in the meantime the original question has been amended, or a different inferior Subsidiary question is now pending on the original question.

To Postpone to a Certain Time. Perhaps little need be said on the motion to Postpone to a Certain Time beyond what is made clear in the main outline of this motion. As to its debatability, it will be recalled that this question and the question to Amend require discussion to be confined to the questions themselves; while to Postpone Indefinitely and to Commit permit debate on the original question as well. The reason for this arrangement is clear when we consider that the two last-named motions, if they prevail, take the original question from before the assembly, and the assembly might not have other opportunity to discuss the original question. But the motions to Amend and to Postpone to a Certain Time do not take the original question away from the assembly, so that opportunity to discuss that question will recur, even though these two Subsidiary motions prevail.

Previous Question. The first thing the student must do in the mastery of this motion is to free himself from any suggestion contained in the *name* of this motion, and to think of it only as a motion for suppressing debate. Indeed, to Suppress Debate would be a much better name for the motion as it is now used in America. The name Previous Question is an unhappy survival from an old-time parliamentary procedure when the words "previous question" had fitting application. The motion came into existence more than three centuries ago in the English Parliament, and was employed to avoid taking a vote on delicate or malodorous questions. Such a question being before Parliament, an enemy of the motion called for the Previous Question, and the question as put was, "Shall the Main question be put?" If this question carried,

the original question came to a vote without discussion; but if this question lost, the original question was suppressed for the session. At the present time in Parliament, however, the question put is, "Shall the Main question *now* be put?" and if it loses, the original question is suppressed for the day only.

In Parliament the call for the Previous Question has always been debatable, but for more than a hundred years it has been held undebatable in Congress, and for nearly fifty years, whenever the call for the Previous Question loses, the discussion of the original question has been permitted, so that in America the original purpose and effect of the motion have been quite turned around, and with us the friends and not the enemies of a question invoke the Previous Question.

In Congress the call for the Previous Question must be seconded by a majority of the members before the question can be put, but in ordinary assemblies a single seconder is quite sufficient. In the United States Senate unlimited debate is allowed on all questions, and the motion for the Previous Question is not used at all.

Under the rules on this motion given in the Syllabus, Rule No. 4 will become clear if studied in connection with Effect No. 1. Rule No. 8 will also be clearer if Effect No. 1 is taken into account. The Previous Question is "partly executed" if one or more votes on pending Subsidiary questions have been taken in consequence of the adoption of the Previous Question.

If it is desired to permit limited debate and not to suppress it entirely, it is usual to move that debate be concluded in one hour, or whatever time may seem best, or to move that individual discussions of the question be limited to five minutes, or other specified time limitation. This is a very useful modification of the motion for the Previous Question, and has

its same rank, though a motion for the Previous Question takes precedence of a motion to limit debate. Adoption of the motion to conclude debate at the end of a specified time has no effect upon the proceedings until the limit fixed by the motion has been reached.

As to the effects of the carrying of the motion for the Previous Question as laid down in the Syllabus, it may be said that, while they are in some respects out of harmony with certain inexplicable and needlessly complicated effects as outlined in other manuals, the procedure outlined in this Handbook has the merit of simplicity and practicability, and upon these virtues alone is based the authority for the departure.

To Lay on the Table. Sometimes the members of an assembly may not be ready to discuss a question and do not know just when they will be ready, or they may wish to wait for further information, or may prefer to clear the deck for the introduction of a more immediately important matter, and in any of these cases the thing can be done by making and carrying a motion to Lay on the Table. This is one of three ways provided among Subsidiary motions for postponing the consideration of a question. The effect of the motion to Postpone Indefinitely is to postpone a matter perpetually, and of the motion to Postpone to a Certain Time is to delay a matter to a definite time, while to Lay on the Table postpones a matter to an indefinite future time. Indeed, the motion to Lay on the Table might better have been named to Postpone Indefinitely, while the motion that bears this name, as has been pointed out, might better have been called to Postpone Perpetually.

Let us now, by way of review, consider how many questions so far taken up might be pending at the same time. There might be, for instance, a Principal question, a proposed primary amendment with a proposed secondary amendment,

a question to Commit with primary and secondary amendments adhering, a question of postponing to a fixed time with primary and secondary amendments, the Previous Question might be called for, and a question of laying on the table.

What, now, would be the proper procedure in dealing with these questions? Well, the question to Lay on the Table would have to be voted on first, and if lost, the next vote would be on the Previous Question, and this, if lost or carried, would take us for the next vote to the secondary amendment to the motion to Postpone to a Certain Time, followed by a vote on the primary amendment and then on the question of postponement itself, or the question as amended. If to Postpone to a Certain Time were lost, voting would now come on the amendments to the question to Commit, and then on to Commit itself as amended or not, followed by the vote on to Amend with its secondary amendment to be considered first, provided the question to refer to a committee had not carried. Finally, a vote on the Principal question or the question as amended would be in order.

The student of this subject would do well at this point to become acquainted with the Graphic Classification of Motions found on page x, read the explanation on the preceding page, and master the Key found on the following page. It is believed that any one with some acquaintance with parliamentary law can get the Key fairly well in mind with a few minutes of close study, and this done, he has it in his power to answer over four hundred parliamentary questions from the interpretation of the figures and the arrangement of motions on the page containing the graphic classification. Thereafter, with that page before him as a presiding officer, he can avoid most of the rocks and shoals found in parliamentary seas.

Suspension of Rules. It is important to note that only *standing rules* and *rules of order* are susceptible of suspension. If the

reader is not clear in his mind as to what standing rules and rules of order are, he should turn at once to page 51. A motion to suspend a provision of the constitution or by-laws is out of order, and even if allowed to be considered and is carried, it is null and void.

It is a too common practice to move to suspend, for instance, "the rule limiting debate to ten minutes, so as to permit Mr. Brown to speak as long as he pleases," and to assume after that motion is carried that Mr. Brown now has the right to continue speaking. As a matter of fact, what was done was merely to suspend a rule, and to give a reason why the rule should be suspended. But Mr. Brown has not yet been given the right to continue speaking. So a motion must now be made to permit him to continue speaking, no rule now interfering with the making of such a motion. The better way is to combine the two motions into one, thus: "I move to suspend the rule which interferes with Mr. Brown's continuing to speak, and that Mr. Brown be allowed to speak as long as he wishes."

Withdrawal of a Motion or Question. We may ask for the Withdrawal of a motion *before* it has been stated by the chair, but if we wish to withdraw it *after* it has been stated by the chair, we should ask for the Withdrawal of the *question*.

There is an old rule that a question may be withdrawn if the one who originally seconded the motion consents. It is better, however, to require that Withdrawal may be permitted after a motion is in possession of the assembly, that is, after it becomes a question, only when everybody consents, as in the rule given in the Syllabus.

As to the method of objecting to a Withdrawal, all that is required is for a member, without obtaining the floor, to say, "I object," in tones loud enough for the chairman to hear. If, after objection is made, no one makes the motion to permit

withdrawal, the question continues before the assembly for its consideration. Any member may make the motion to permit withdrawal.

Much time may be gained by the judicious use of the right to withdraw or modify a motion. For instance, if remarks are made on a question that make it apparent to all that the motion should not carry, the maker may ask to withdraw his motion at once, and save consuming time to take a vote. Or, if an amendment is proposed that seems especially good, the maker may ask to be permitted to incorporate the amendment into his motion and save the trouble of a separate vote on the amendment. The use of this parliamentary practice should be encouraged.

Reading of Papers. The motion for the Reading of Papers does not apply, of course, to the reading of questions to be acted on by the assembly.

The procedure with regard to Objection is the same as that for Withdrawal, outlined above.

Under the rules one is not privileged to read one's written speech on a question without consent of the assembly, expressed or tacit, even though one might create greater delay by uncondensed and less carefully prepared oral delivery.

Question of Consideration. Sometimes Main motions are offered that are trivial, puerile, absurd, or that may tend to cause scandal, reflect upon character, or expose confidential matters. In such cases any one may endeavor to prevent debate and a direct vote by offering an objection, without giving any reason. In small assemblies it is sufficient to remain seated and employ one of the forms suggested. In larger assemblies, one would be more likely to command attention by rising and objecting.

Sometimes the question as stated by the chair is, "Will the assembly consider the question?" In such a case any

vote greater than one third would carry the question as stated. In other words, it takes a two-thirds vote to prevent consideration.

Questions of Order, and Appeals. Parliamentary mistakes are often made both by presiding officers and by members, and the parliamentary procedure outlined under Questions of Order provides a method for correcting errors or breaches of the rules or practices of the assembly.

One of the most frequently employed of parliamentary phrases is, "I rise to a Point of Order." The member using this phrase merely means by his words that, in his judgment, a mistake has been made, which, upon invitation by the chair, he proceeds to state. While the rules say that the Point of Order should be made just after the breach has occurred, yet time enough should be allowed to intervene to give the chairman an opportunity to make the correction on his own initiative.

The procedure outlined for indecorum in behavior and in debate will not often be called into use in ordinary assemblies, but that for violation of rules is of frequent occurrence. If, for instance, the chair called for remarks on a motion to Lay on the Table, and the Point of Order is made that that motion is not debatable, then the presiding officer would say, "The chair stands corrected," for there could be no difference of opinion as to the application of the rule. The only way to change the matter here would be by a Suspension of Rules.

On the other hand, if a motion is under discussion, and a member makes the Point of Order that the speaker is not confining his remarks to the motion, then the chair may decide the question one way or the other, for here is a chance for an exercise of judgment. If, now, any member disagrees with the expressed *judgment of the chair*, he may appeal *from* the decision of the chair *to* the *judgment of the assembly.*

Let it not be overlooked that while a Point of Order is not debatable, yet most cases of Appeal are open to remarks, and that in any case the exact point in dispute should be made clear to the assembly before they are asked to vote on the Appeal.

Sometimes, in order to avoid embarrassment, the chair invites some member to take his place until the Appeal is disposed of. An announcement of the result of a vote is not open to an Appeal, for that is not a decision of the *chair*, but a report upon the decision of the *assembly*.

When a member asks the chair to say what his decision would be if a certain motion were made or a certain Point of Order were raised, the wise chairman will decline to say in advance, but will say that he will render a decision when the situation actually arises.

To Reconsider. This motion is not used in English parliamentary practice but is very common in America. It is, in a sense, contrary to the general principle that when a proposition has been adopted, it must stand. There are situations, however, where, by reason of some after evidence, or where both the affirmative and the negative sentiment of the original question was not fully represented by the voters present, it is desirable to give the voters another opportunity to express their judgment. The requirement that the motion must be made by one who voted on the *prevailing* side (it is important to note that this might be either the affirmative or negative, whichever may have prevailed) is to the end that there may be evidence that at least one of the voters has changed his mind on the question.

It will be noted that the privileged form of the motion carries its privilege only so far as the making of the motion is concerned, that is, in having it entered on the minutes, even to the extent of interrupting a speaker on the floor for the purpose.

In calling up this motion for consideration later, the language would be, "Mr. Chairman, I desire to call up the motion to Reconsider that has been entered on the minutes." The chairman will respond by directing the secretary to read the motion, and will then say, "The motion is now before the assembly."

In Rule No. 4 in the Syllabus the questions referred to that might remove the question to which they were applied from before the assembly are to Postpone Indefinitely, to Commit, to Postpone to a Certain Time, to Lay on the Table, to Withdraw a Motion, and the Question of Consideration.

In Rule No. 5 the Subsidiary questions referred to that would not remove the question to which they were applied from before the assembly are to Amend and the Previous Question.

In Rule No. 6 the Incidental questions that could not have removed their subject from before the assembly are Suspension of Rules, Reading of Papers, and Appeal.

By way of illustrating Rule No. 13, let us suppose that a certain amendment was carried, and that the Main motion was also carried, but that the assembly now wishes to strike out the amendment. There will first have to be a motion to reconsider the vote on the Main question, which must carry, and then there must be a motion to reconsider the vote on the amendment. This done, the vote on the amendment must again be taken and the amendment defeated, followed by the vote now on the unamended Main motion.

Call for the Order of the Day. This parliamentary term must not be confounded with the term "order of business," found in the constitution or by-laws of an organization. A careful study of the Syllabus on this matter will make clear the character of the Call for the Order of the Day.

However, there might be a provision in the by-laws or in a standing rule of the assembly with respect to the order of

business, giving a time limitation to some item in the order of business. In such a case, when the time assigned to that portion of the proceedings is exhausted, the method of getting to the next item in the order of business is by a Call for the Order of the Day, and the procedure would be that outlined in the Syllabus under that head.

Question of Privilege. It is important to note carefully the object of this motion. Only those motions that are in some way preservational of the assembly or its members may come under this head and are entitled to its high rank.

The high rank given to this form of motion is, of course, because of its importance. If the room should begin to get cold, or darkness settle down upon an assembly, or any matters of a self-preservational nature need attention, it is only fair that the ordinary business of the assembly should be set aside till proper conditions are restored.

To Take a Recess. It often happens that an assembly wishes to preserve the continuity of a meeting, and yet to leave the room for luncheon or other temporary purpose, and the motion to Take a Recess accomplishes this purpose. This form of motion may also be employed in case there is no provision for a reassembling of the assembly, instead of using the two motions to Fix a Time at Which to Reassemble and to Adjourn.

To Adjourn. There is a popular notion that a motion to Adjourn is always in order and is never debatable, and it is important to note particularly the rules on these points.

By a qualified motion to Adjourn is meant one that has some condition attached to it or sets a time for adjourning. "I move we adjourn *sine die*" is a qualified motion and is usually the form employed to close the existence of an organization. "I move we adjourn to meet at the call of the president" is a qualified form often employed.

In mass meetings, and in organizations not having a provision for reassembling, the simple motion, "I move we adjourn," would accomplish the dissolution of the assembly, and it is clear, upon reflection, that the unqualified motion made under these conditions should be open to remarks and subject also to the other rules governing a Main motion.

A motion to Adjourn made repeatedly, though it might be strictly in order, should be finally disregarded by the chairman if he is certain the motion is made merely to delay business.

When an assembly has set a time at which it intends to adjourn and its business is not completed, as the time for adjournment approaches it is common to employ the subterfuge of "stopping the clock" till the business is completed, and then the clock is set going and, when the hands point to the hour of adjournment, the meeting or session comes to an end.

To Fix the Time or Place at Which to Reassemble. This motion has generally been called the motion to Fix the Time or Place to Which to Adjourn, but in this work it has been slightly changed for the sake of avoiding confusion as to its purpose.

The very high rank given to this motion is apparent when we consider what might result if an assembly wanted to continue its existence and no provision had been made for doing so up to the time of adjournment, or if it became necessary for an organization to change its meeting place and there had been no provision for doing so up to the hour of adjournment.

When a matter of business has been postponed to a time other than a regular meeting time of an assembly, this motion affords a means of providing a meeting at the time set for the business postponed.

The motion is not in order, of course, if it proposes to set a time for a meeting beyond the time of the next regular meeting, or if it proposes the usual time or place.

Standing committees. Examples of standing committees are such as committees on membership, programme, auditing of accounts, etc. Much of the important work of many assemblies is done by committees. Faithfulness in such work brings satisfaction to the individual and adds very much to the efficiency of the organization.

In legislative assemblies standing committees constitute the regular channels through which bills must pass immediately after they are introduced and are read the second time. There are committees for each important class of bills, and the recommendation by a committee that certain bills pass, goes a long way toward accomplishing final adoption.

Select, or special, committees. Suppose an organization wishes to have a certain matter investigated, or wishes certain temporary duties performed (as the decoration of the hall, etc.), or resolutions of condolence drawn up, etc.; these things may best be done by a committee appointed especially for the purpose. Such committees are known as select, or special, committees.

Committee of the whole. As a parliamentary device the committee of the whole came into existence in the days of autocratic kings. At that time the speaker in Parliament had to be one acceptable to the king, and of course only those were approved for the position who would report to the sovereign the attitude of the house.

Then it was that Parliament provided that the whole assembly should constitute a committee to consider important matters, and, as a committee, they could elect their own chairman and exclude all who were not members of the committee.

In these committees the members talked freely and voted without restraint, as no record was made of speech or vote, and at the end of the sitting prepared a report of their conclusions, to be reported to themselves, sitting as a parliament with the king's minion again in the chair.

In our day the committee of the whole is a much-used method in the making of our laws. With us the people are sovereign, and there are members of our legislatures who vote and speak differently in the committee of the whole than in the regular assembly, where a record is made of speech and vote. But for all this, the greater freedom of discussion afforded in this committee fully justifies the widespread use of this method of procedure.

Work of committees. A committee, being free to work without the restraint and "red tape" made necessary in the larger assembly, can accomplish its task more directly, and can take the time to work out details and think through to the end of difficult problems, or go upon missions such as would be out of the question for the larger body. But in the doing of these things the committee should bear in mind that it is but the agent working for the organization as a whole, and that its service must be acceptable to that body. For this reason, papers turned over to a committee should be preserved intact, and any recommendations or amendments should be made separately, subject to acceptance or rejection by the assembly. The work of a committee is to get the matter referred to it in complete readiness, or as nearly as may be, for the prompt action of the assembly when the report is made.

Reports of committees. In the study of the Syllabus on this topic, care should be taken to note what constitutes the report of the committee; also the difference between *receiving* or *hearing* a report, and *adópting* or *accepting* it. Blunders are sometimes made by a careless use of these words.

A motion to substitute a report of a minority for that of a majority is really of the nature of an amendment. If the one in charge of the report of the minority fails to make his motion to substitute before a motion has been made to adopt the report of the committee (the report of the majority), he

still has a chance to move to amend the report of the committee by substituting for it the report of the minority, which he embodies in his amendment.

But in receiving a report of a committee time should be given for a report of a minority after that of the majority has been heard. If, after the majority report is made, a motion is quickly made to adopt the report and as quickly seconded, and now the speaker for the minority rises to report, the chairman should decline to state the motion to adopt till the minority is heard, and then their motion to substitute should be stated first and disposed of in the regular way.

Informal action. Informal action is sometimes illustrated in ladies' aid societies and has even found its way into town councils. Its chief characteristic is the freedom it permits in discussion before a motion has been made or a question stated. There is, of course, a certain advantage in this prediscussion as helping to determine the shape the motion shall assume, but the stricter and better way is to do this shaping by the process of amendment. It must be admitted, however, that the widespread use of the informal method is an evidence of its utility and gives to it something of parliamentary respectability.

PART III

PARLIAMENTARY PRACTICE

How to study parliamentary law. Parliamentary law is an art as well as a science. All art is acquired by practice, for art is skill in doing things. Science is an orderly arrangement of fundamental principles, and the principles of any science are best mastered if their mastery is attempted through their application in practice. It is then doubly true that abundant practice is necessary to the mastery of the intricate subject of parliamentary law.

One of the best ways yet devised for acquiring the principles of parliamentary law, and facility in the practice thereof, is by means of the organization of a club for the purpose. By taking up the subject progressively and practicing only on the portions of the subject studied up to the time of each meeting, there need be no confusion, and the least experienced may stand equal chance with the veteran parliamentarian.

The practice that each member gets out of his few minutes of presiding at each meeting fixes his knowledge as nothing else can, and the discipline is of a sort that no other school or college exercise provides. The subject can be covered in from thirty to fifty lessons, of forty-five minutes for the recitation and practice period, depending on the maturity of the students, and may well entitle the one who has gone over the work carefully to one hour's college or university credit.

How to organize a parliamentary-law club. A group of people numbering anywhere from ten to fifty (twenty-five is an ideal

number), intent upon the study of the subject of parliamentary law, can best proceed by starting out to organize a permanent society. For this purpose a call should be posted, such as is shown on page 52. When the time arrives for the first meeting, follow the steps as outlined in the Parliamentary Syllabus, pages 3–4, and in the Parliamentary Notes, pages 52–57.

A constitution for a parliamentary-law club.

PREAMBLE

We, the undersigned, for the purpose of gaining knowledge of parliamentary law and skill in the application thereof, do hereby adopt the following constitution and by-laws for our government, and agree to abide by all the regulations of the same.

ARTICLE I. NAME

This organization shall be known as . . .

ARTICLE II. MEMBERSHIP

Persons interested in the serious study of parliamentary law may become members of this organization by subscribing to this constitution.

ARTICLE III. OFFICERS AND THEIR ELECTION

SECTION 1. The officers of this organization shall consist of a Referee, a President, a Vice President, a Secretary, a Timekeeper, and a Sergeant-at-Arms.

SECTION 2. The officers shall be elected as soon as convenient after the adoption of this constitution, and the term of office for each shall be . . . weeks, after which a new set of officers shall be elected, and so on. Each officer will be expected to serve until his successor is elected and qualifies.

SECTION 3. All officers shall be elected by a standing vote of the members of the organization, and a plurality vote shall be necessary to elect.

SECTION 4. The installation of officers shall take place immediately after the election of all the officers, and shall consist in an affirmation of the following question proposed by the retiring chairman: "Do you agree to discharge the duties of your respective offices faithfully, impartially, and to the best of your ability?"

SECTION 5. The Referee shall give parliamentary instruction and shall decide disputed Points of Order when requested to do so. His duties shall be those of a teacher.

SECTION 6. The President shall preside at every meeting and shall enforce the constitution and by-laws. He shall also appoint at each meeting a temporary secretary to keep the record of proceedings during parliamentary practice.

SECTION 7. It shall be the duty of the Vice President to preside over the organization in the absence of the President.

SECTION 8. The Secretary shall keep a neat and correct journal of all the proceedings of the Club, except such as may occur during regular parliamentary practice. He shall read the minutes of each meeting at each succeeding meeting, and shall call the roll, and shall preside in the absence of the President and Vice President.

SECTION 9. The Timekeeper shall keep the time of the members presiding during parliamentary practice.

SECTION 10. The Sergeant-at-Arms shall preserve order under direction of the President.

ARTICLE IV. MEETINGS AND SESSIONS

SECTION 1. This Club shall hold regular meetings, the main purpose of which shall be the pursuit of the practice of parliamentary law.

SECTION 2. The meetings held within the period of . . . weeks (one administration) shall constitute a session.

ARTICLE V. QUORUM

One third of the members of the organization shall constitute a quorum for the transaction of business.

ARTICLE VI. AMENDMENTS

This constitution may be amended by an announcement of the proposed amendment and a three-fourths vote of all the members of the organization, the vote being taken at least a month after the announcement of the proposed amendment.

By-laws for a parliamentary-law club.

SECTION 1. This organization shall meet regularly on . . . and . . . of each week, at . . . o'clock, and shall ordinarily continue in session . . . minutes, or as nearly that period as may well be. By a two-thirds vote at any regular or called meeting the next regular meeting may be called off.

SECTION 2. The following shall be the order of business, which shall be subject to temporary change at any meeting by a two-thirds vote.

1. Call to order and roll call.
2. Reading, correction, and adoption of minutes of the previous meeting.
3. Unfinished business.
4. Reports of committees.
5. New business.
6. Remarks by the Referee.
7. Parliamentary practice.
8. Adjournment.

SECTION 3. It shall be the duty of all signers of this constitution and by-laws to spend at least . . . minutes in study and preparation for each meeting's parliamentary practice.

SECTION 4. The period of presiding in parliamentary practice shall be five minutes (less than five minutes if there are more than twenty-five members, and more than five if there are fewer than fifteen members), and to this practice the members shall be called in turn from the roll, provided that absentees passed by at a previous meeting shall be first called to preside at each meeting.

SECTION 5. In the parliamentary practice only those forms of parliamentary procedure shall be in order which have been assigned at some previous time as a class study.

SECTION 6. The business taken up for parliamentary practice shall not change with a change of presiding officers (to be known as chairmen), but shall be continuous throughout the period of practice.

SECTION 7. It shall not be binding upon the society or any of its members to carry into execution any order or resolution adopted during the period of parliamentary practice, except in so far as may be deemed advisable for the sake of creating a particular parliamentary situation.

SECTION 8. It shall be the duty of members, during the period of parliamentary practice, to offer such motions and to so vote on questions as to create the most instructive parliamentary situations, and it shall be deemed an offense against the organization for any member or members to so interfere with parliamentary practice as to cause said practice to degenerate into a profitless or offensive proceeding.

SECTION 9. The rules contained in . . . shall govern the society in all cases to which they are applicable, and in which they are not inconsistent with the constitution and by-laws of this organization.

SECTION 10. These by-laws may be amended by at least a week's previous announcement of the proposed amendment,

and by a two-thirds vote of members present at a regular meeting thereafter.

The first meetings after complete organization. If the organization is made up of those who are for the most part entirely inexperienced in parliamentary matters, the first few meetings may well be carried on by occupying the period of parliamentary practice as a period of recitation and discussion. The Referee should be the most capable or experienced member the society possesses, and he should be the one to conduct these preliminary lessons. The assignment for the first lesson may well be all of the matter concerning officers and their duties found under Section II (pages 5–7) of Part I, together with the explanatory matter that accompanies it in Part II (pages 60–62).

For the second meeting the lesson may be Sections II and III of Part I (pages 5–8), together with the explanatory matter in Part II (pages 60–62). For the third meeting take Sections IV and V (pages 9–11), with the explanatory remarks in Part II (pages 62–64), and for the fourth meeting take up the consideration of voting (pages 12–16 and 64–68).

With the assignment of the study of the Main motion (pages 16–17) for the fifth lesson, that portion of the Syllabus and the notes bearing on the Questions of Order, or more particularly, the part beginning in the Syllabus with Violations of the Rules of the Assembly (page 33) and extending to Forms for an Appeal (page 34), with accompanying notes, should be included, because it will provide the means from the start for calling attention to errors in procedure. The decision of the chairman on a Point of Order should be accounted as final in parliamentary practice till the subject of Appeal is regularly reached in the course of later assignments. Regular parliamentary practice should now be begun. Indeed, with a group of people having some parliamentary experience,

the first lesson assigned may well combine both the first and the fifth lessons suggested; the second, both the second and the fifth; the third, the third and fifth; and the fourth, the fourth and fifth.

How to conduct parliamentary practice. When the meeting is called to order at which parliamentary practice is to begin, the regular order of business will, of course, be gone through with, and while the President is presiding, any form of parliamentary motion or procedure is in order. But when the order of business known as parliamentary practice is reached, and the members are in turn called to the chair, then only such forms of procedure as have previously been assigned for study are in order.

Let us suppose that, for this lesson, the field for practice includes the matter concerning Officers, Voting by Ayes and Noes, Main motion, and Points of Order. Now, to get the most out of the practice, efforts should be made to cause the chairman to make mistakes. Such a course is necessary for the "perfection of the saints." Some one, for example, will say to the chairman, "Mr. Chairman, I move that the Sergeant-at-Arms be instructed to provide each of the members with a fan." This motion is seconded and stated by the chairman, and now some other member, speaking on the motion, declares it is absurd, and proposes a motion of his own, which, let us suppose, the chairman also states. A member will now rise and say, "Mr. Chairman, I rise to a Point of Order." The chairman will say, "State your point." "My Point of Order," says the member, "is that the chair is entertaining two Main motions at once, which is a violation of the first rule under the rules governing a Main motion." The chair will say: "Your point is well taken, and the motion last stated is not in order. Are there any remarks on the motion first made?" Some member now addresses the chair and is

recognized, and begins to talk about a fan his grandmother once owned. The chair will now interrupt by saying, "The gentleman's remarks are not in order, as not bearing on the question under discussion." If the chair fails to call the speaker to order, another member may interrupt by saying, "Mr. Chairman, I call the gentleman to order on the ground that he is not discussing the question." The chairman may declare the point well taken, or he may choose to let the speaker go on, in which case he will say, "Your point is not well taken, and the speaker may proceed with his remarks." For the present the assembly must abide by this decision.

Let us suppose that now this chairman's time has been served, and the next on the roll is called to the chair by the Secretary of the Club. As he comes before the assembly he is very apt to turn to the temporary Secretary and say, "Will the Secretary please tell me what the business before the assembly is?" A member will now rise and say, "Mr. Chairman, I rise to a Point of Order," and after the chair inquires what this Point of Order is, he says, "My point is that the chairman used a pronoun of the first person in referring to himself." The chairman now says: "The chair stands corrected. Will the Secretary kindly inform the chair what the business before the assembly is?"

Thus the practice goes on, and as much is learned through the making of mistakes as is gained through their avoidance.

The remaining two of the Principal motions can be taken up at one lesson, but their application in practice, from the nature of the motions, can come only while the assembly is under its President, and before parliamentary practice is reached.

Practice on the Subsidiary motions. In taking up the Subsidiary motions it will be sufficient to take them up one at a lesson, on account of the difficulty of mastering the details of

precedence, and for the sake of distinctness. These always offer a rich field for practice, and a great deal of practice is necessary in order to get them thoroughly well in mind. By the end of the study of Subsidiary motions the student should be absolutely certain that he knows the list in the exact order in which they have been studied.

A lesson should now be spent on the study of the figures in the Graphic Classification found on pages x and xi, together with a study of the explanation as to how to use the table on page ix. Remember that to one knowing how to interpret it, page xi will answer over 400 parliamentary questions. Use that page regularly in your further study of the subject.

Practice on the Incidental motions. Here, as in the case of the Subsidiary motions, but one motion at a time should be taken up in advance. These will afford study of new matter to practice on, along with the practice that is to be kept up covering the field already traversed. It may well be urged here that every effort should be made to bring out all the possible new parliamentary situations under each new motion studied. Sections 7 and 8 of the by-laws ought to be obeyed to the letter in order to get the most out of your parliamentary practice. Up to the time the matter of taking an Appeal is reached, the members have no recourse when they disagree with the decision of the chairman; but from this time on there will come the opportunity to set the chairman right, if the majority feel that he has made a wrong decision. The motion to Reconsider is undoubtedly the most complicated of all parliamentary forms, and more than one lesson may profitably be spent on it.

Practice on Privileged motions. Here, too, it will be sufficient to take one motion at a lesson. By the time the twentieth parliamentary motion is reached the student should know the list

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completely from beginning to end, as given. Moreover, he should know so well the forms of those motions that are peculiar as to their language that his mouth and larynx will, of their own accord, proceed with the right words while he himself is collecting his wits as to what to do next. One should become an automaton as to these things. Practice will do it.

Practice on committee work. After the detailed study of motions is completed, time enough should be spent on committee work to bring out all the points in the three kinds of committees. Quite a little practice should be given to work in the committee of the whole, as this is the kind of committee work in which the best part of our lawmaking is done in Congress and in our state legislatures. Take particular pains to illustrate the proper handling of a minority report of a committee.

Work on the review questions. The student who can answer from his certain knowledge each one of the hundred review questions found at the end of this book may account himself something of a parliamentarian. The student who cannot do so should seek the first opportunity to go over the whole subject again. Indeed, it is the uniform testimony that the student gets more out of a second going over than out of the first, and the whole subject is made more completely a part of his intellectual anatomy.

To close a term's practice. Nothing more fitting can be found for a final parliamentary exercise than a sitting of a legislative body or the holding of a presidential nominating convention. If the former is decided upon, a book of the rules of Congress can usually be obtained by applying to a congressman, and from it the directions can be found for conducting such a sitting; or if a state legislature is preferred, the "Blue Book" of the state can usually be gotten from a state senator or representative, or from the secretary of state.

If it is a nominating convention that is agreed upon, this manual gives the general directions (page 59), and further details can be found in the files of the newspapers of the time of the most recent preceding convention of the party it is voted to represent.

For a successful convention or legislative sitting it is desirable to have all the details of procedure pretty completely worked out beforehand, and the specific work of each member should be thoroughly understood.

PART IV

PARLIAMENTARY RECREATIONS

ONE HUNDRED REVIEW QUESTIONS

1. What is parliamentary law?
2. Give the origin of the term "parliamentary."
3. What is the ultimate authority in parliamentary law?
4. State the four fundamental principles of parliamentary law.
5. What is the great purpose of parliamentary law?
6. Give differences between *rules of order* and *standing rules.*
7. How do a mass meeting, a permanent society, and a representative assembly differ in character?
8. What is meant by a "call" for a meeting?
9. State the principal steps in the organization of a permanent society.
10. Distinguish between *constitution* and *by-laws.*
11. What is the difference between a *meeting* and a *session?*
12. Give some characteristics of a good presiding officer.
13. Why should a chairman not use pronouns of the first person in referring to himself?
14. Name the special case in which a chairman has a right to discuss a question before the house.
15. What are the "minutes," and what should they contain?
16. Enumerate the qualities of a good recording officer.
17. Give some characteristics of a good member of an organization.

18. How may an assembly deal with an incompetent or dishonest chairman?
19. What is meant by the phrase "to obtain the floor"?
20. What title is usually given a chairman in religious assemblies?
21. How should a married lady who is presiding be addressed? an unmarried lady? a lady whose matrimonial status one does not happen to know?
22. Of several members seeking to obtain the floor at the same time, whom shall the chairman recognize first?
23. Under what conditions may one who has obtained the floor be made to yield it?
24. What are the parliamentary forms that do not require seconding?
25. Give a case other than the illustration on page 63, in which the method of "common consent" may well be employed for the transaction of business.
26. What is meant by the phrase "to debate a question"?
27. Why should not the maker of a motion be permitted to speak against it?
28. Name and describe the various methods of voting.
29. Why not appeal from the decision of the chair when he reports a vote different from what you think ought to be reported?
30. Distinguish between a *plurality* and a *majority* vote.
31. How might a single vote for a motion carry the motion unanimously?
32. Under what conditions has a chairman a right to vote?
33. What is the necessity for a quorum requirement?
34. Distinguish between a motion, a question, and a resolution or order.
35. What are Principal motions? Subsidiary motions? Incidental motions? Privileged motions?
36. What is the purpose of a Main motion?

37. What is the status of a resolution or order that is contrary to the constitution, by-laws, rules of order, or standing rules?
38. State the difference in the purpose of a motion to Rescind and one to Expunge.
39. Can you properly pronounce and define the word "precedence?"
40. What is the difference between a *pending* question and an *immediately pending* question?
41. Give examples of hostile and of nongermane amendments, other than those found on pages 75–76.
42. Before the house is the question, "That we purchase a bust of Lincoln for our hall," and it is proposed to amend "by requiring that it shall be a bronze bust." How will you as chairman treat this amendment?
43. What is the effect of laying an amendment on the table?
44. What is the difference between the common and the technical significance of the phrase "previous question"?
45. How would you proceed temporarily to secure speeches not to exceed five minutes in length in an assembly usually allowing ten-minute discussions?
46. Distinguish the effects of orders to Postpone Indefinitely, to Postpone to a Certain Time, and to Lay on the Table.
47. Give illustrations of the two forms of the motion to Suspend the Rules other than those given on page 81.
48. What classes of rules may be suspended by a motion to Suspend?
49. Why require a two-thirds vote instead of a majority vote for carrying the question to Suspend?
50. How may the privilege of withdrawing or modifying a motion or question often be used to expedite business? Give an illustration of your own.
51. If a member, speaking on a question, desires to read quotations from a book and objection is made, what shall be the procedure?

52. Is it in order to object to the consideration of a question to Amend? to Reconsider? a Main question?
53. What is the purpose of objecting to the consideration of a question?
54. What is the proper procedure for dealing with an unruly member?
55. When and how may a member be called to account for indulging in offensive personal remarks while speaking on a question?
56. A question to Suspend the Rules has just been voted on, there being 12 for and 10 against, and it is declared carried by the chair, and the Point of Order is made that it takes a two-thirds vote to carry this question. The chair now rules that the point is not well taken. What should be done next?
57. Give an original illustration of a case where an Appeal from a decision of the chairman may properly be taken.
58. Are there likely to be more cases where an Appeal is debatable than where it is not?
59. Why require a motion to Reconsider to be made by one who voted on the prevailing side?
60. What is the reason for the high privilege given to a request to have entered on the minutes a motion to Reconsider?
61. Why should not any one but the maker call up a motion to Reconsider on the day it was entered on the minutes?
62. Why should it not be in order to move to reconsider a vote on a motion to Adjourn? on an affirmative vote on to Lay on the Table?
63. How should the question of the correct time of day be decided in case of a Call for the Order of the Day?
64. What are the differences between a General Order and a Special Order?

65. When an Order of the Day has been disposed of, what business is next in order?
66. Why is the following motion not one of privilege? "As a Question of Privilege I move that the Main question be stated again by the chairman."
67. After studying the Diagrammatic Classification of Motions on page XII, tell how a Question of Privilege differs from other Privileged questions.
68. What conditions might make a motion to Take a Recess preferable to a motion to Adjourn after having provided a time for reassembling?
69. What are the points of difference between the rules governing the motion to Take a Recess and those governing the unqualified motion to Adjourn?
70. When is a qualified motion to Adjourn in order?
71. Is an unqualified motion to Adjourn always in order? Is it ever debatable?
72. If a state legislature should agree on adjournment, say at twelve o'clock, noon, April 3, and their work could not be completed by that time, what would probably occur?
73. Why should so high a rank be given to the motion to Fix a Time at Which to Reassemble?
74. Why is a motion to Fix a Time at Which to Reassemble not in order that sets a time beyond the time of the next regular meeting?
75. What advantages come from employing the parliamentary device of committees?
76. Distinguish between a standing and a special committee.
77. Describe the organization of a committee of the whole.
78. What advantages come to an assembly sitting as a committee of the whole over their sitting in regular session?
79. If a committee has several different reports, what constitutes *the* report of the committee?

80. Give the procedure necessary to make the report of a minority of a committee the work of the assembly.
81. How might the practice, in small assemblies, of discussing a proposition before making a motion be still carried on in a parliamentary fashion?
82. Give the list of twenty parliamentary motions rapidly from memory.
83. What questions are never debatable? What are always debatable?
84. What questions may not be amended?
85. To what questions may all Subsidiary motions be applied?
86. To what questions may no Subsidiary motions be applied?
87. About what should be the language of the chairman corresponding to each of the following expressions?
    "I object to the consideration of the question."
    "I appeal from the decision of the chair."
    "I rise to a Point of Order."
    "I move the Previous Question."
    "I call for the Order of the Day."
    "I call the member to order."
88. Look carefully through the effects of the various Subsidiary questions when lost, and state the general condition under which a Subsidiary motion may be renewed.
89. What are the questions on which the votes may not be reconsidered?
90. Do you discover any rule or rules that apply to all the Subsidiary motions?
91. Are there any points of common agreement among the Incidental motions?
92. What questions require a two-thirds vote to carry?
93. What questions may be laid on the table?
94. When a question is laid on the table, how may it be taken up again?

95. What original observations have you made concerning qualities that are found in a good presiding officer?

96. How would you go about deciding procedure in a parliamentary situation for which you could find no rule of order?

97. Have you discovered points wherein you think common usage in parliamentary law could be improved?

98. What advantages come from a knowledge of parliamentary law?

99. What advantages come from practice in presiding over a parliamentary assembly?

100. Translate:

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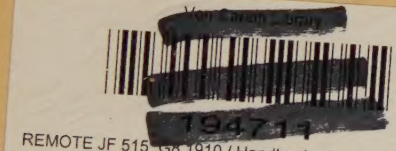

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